

Public Document Pack

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OVERVIEW AND SCRUTINY PANEL

14 JANUARY 2014

A meeting of the Overview and Scrutiny Panel will be held at **7.00 pm on Tuesday, 14 January 2014** in the Council Chamber, Cecil Street, Margate, Kent.

Membership:

Councillor Gideon (Chairman); Councillors: Harrison (Vice-Chairman), Driver, Campbell, I Gregory, K Gregory, Hibbert, Huxley, Hornus, Matterface, Moore, Nicholson, D Saunders, M Tomlinson, Watkins and Worrow

AGENDA

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest. Members are advised to consider the extract from the Standard Board Code of Conduct for Members, which forms part of the Declaration of Interest Form at the back of this Agenda. If a Member declares an interest, they should complete that Form and hand it to the Officer clerking the meeting.

3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 4)

To approve the Minutes of the Overview and Scrutiny Panel meeting held on 22 October 2013, copy attached.

4. **CABINET PORTFOLIO HOLDER PRESENTATION -COUNCILLOR D. GREEN,
CABINET MEMBER FOR HOUSING & PLANNING**

Presentation by Councillor D. Green on the following topic:

"Provide a commentary on the implementation of TDC Housing Strategy for Thanet - to include the successes and challenges."

5. **TDC PARKING FEES AND CHARGES FOR 2014/15 - CABINET MEMBER
RESPONSES TO MEMBER QUESTIONS** (Pages 5 - 36)

Cllr Poole, Deputy Leader & Cabinet Member Operational Services to be in attendance in order to respond to questions/queries from Members regarding the 2014/15 Parking Fees and Charges.

6. **RESPONSES OF CABINET / COUNCIL TO RECOMMENDATIONS OF OVERVIEW
AND SCRUTINY PANEL** (Pages 37 - 40)

Item
No

Subject

7. **EXCELLENT HOMES FOR ALL - KENT HOUSING PRIVATE FINANCE INITIATIVE (PFI)** (Pages 41 - 58)
8. **POSSIBLE REVIEW OF COUNCIL PROCEDURE RULES, PARTICULARLY IN RELATION TO OPPORTUNITIES FOR BACKBENCH MEMBERS' PARTICIPATION AT MEETINGS OF FULL COUNCIL** (Pages 59 - 80)
9. **PETITION REFERRED TO OVERVIEW & SCRUTINY PANEL BY COUNCIL - CHANGES TO EMERGENCY SERVICES AT QEQM HOSPITAL** (Pages 81 - 100)
10. **REVIEW OF OVERVIEW & SCRUTINY PANEL WORK PROGRAMME 2013/14** (Pages 101 - 138)
All Chairmen of Task & Finish Groups/Working Parties to present progress update report on their Sub-Group review activities.
11. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST:-21 JANUARY 2014 TO 10 JULY 2014** (Pages 139 - 148)

Declaration of Interests Form

OVERVIEW AND SCRUTINY PANEL

Minutes of the meeting held on 22 October 2013 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Present: Councillor Gideon (Chairman); Councillors Harrison, Campbell, Edwards, K Gregory, Hibbert, Hornus, Huxley, Moore, Nicholson, D Saunders, M Saunders, M Tomlinson and Watkins

In Attendance: Councillors D Green, E Green and Johnston

360. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Driver;

Councillor I. Gregory, substituted by Councillor M. Saunders;

Councillor Gibson, substituted by Councillor Edwards.

361. DECLARATION OF INTERESTS

There were no declarations of interests made at the meeting.

362. MINUTES OF PREVIOUS MEETINGS

Councillor Campbell proposed, Councillor Hornus seconded and Members agreed the minutes for the meeting held on 29 July 2013 and 20 August 2013.

363. TENANCY STRATEGY

Craig George, Housing Services Manager introduced the item. He said that the report was coming back to the Panel at the request of the Members, having been considered at the previous meeting on 20 August 2013.

Councillor Harrison proposed, Councillor Campbell seconded and Members agreed to recommend to Cabinet the following:

1. That the Council's appeal procedure provides for Elected Members who will sit on the appeal board and who will be fully independent.

Members asked whether tenants could when exchanging properties, individuals could retain the rights from their previous property. In response Mr George stated that individuals would have to accept the tenancy rights that go with the new property they would like to move into. He said that the new policy would be effective as from January 2014.

Members agreed that subject to the amendments agreed by the Panel; the draft Tenancy Strategy be recommended to Cabinet.

364. PROPOSED REVIEW OF CONSTITUTIONAL ARRANGEMENTS RELATING TO COUNCIL MEETINGS

The Chairman of the Panel introduced the item. Councillor Gideon said that the exploratory report was meant to find out if Members would like to review the current arrangements regarding how the Leader's Report was debated at Full Council Meetings. There were some concerns raised by some Members that there was no backbench

Member involvement in the debate of the report. If the Panel agreed, a more detailed report could be brought back to the Panel for Members to consider.

Some Members suggested that a broader approach could be taken for this proposed review; one that includes looking at scaling down on the number of items to be put on the Council agenda for each meeting; as the current approach leads to an unwieldy agenda which does not allow sufficient time to be devoted to each item. Others said that although in principle the proposed review project is worth undertaking, in actual practice it may be difficult to open up debate to the Leader's report to all Members as time will still be limited. All Members generally agreed that there was a need for the Leader to give adequate notice to the other Political Group Leaders about the topics to be covered under the Leader's Report.

Members suggested that a Prime Minister Question Time (PMQ) approach be considered in debating the Leader's report so that other Cabinet Members and backbench Members could speak. Speaking under Council procedure 24.1; one Member suggested that when a member of the public asks a question at Full Council and Council agrees on a course of action; officers should expeditiously write to the individual concerned advising them on the action point to be followed through by Council.

Councillor Harrison proposed, Councillor Campbell seconded and Members agreed the following:

1. That a more detailed report be brought back the Panel detailing the options for 'new governance arrangements' at Council meetings that would facilitate a report being presented to the Constitutional Review Working Party and then Standards Committee prior to presentation to Council for a final decision.

365. OSP UPDATE REPORT TO CABINET: - EKHUFT NEW CLINICAL STRATEGY PROPOSAL

Mr Stuart Bain, CEO of the East Kent Hospitals University NHS Foundation Trust introduced the item. Mr Bain said that the East Kent Hospitals University Foundations Trust (EKHUFT) Board had conducted engagement meetings with a number of stakeholders as they developed the proposals for a new clinical strategy for East Kent. It was intended that the Board would be able to consider the outpatient element of the strategy at its November 2013 Board Meeting enabling a three months' public consultation on the proposals.

Mr Bain said that the Thanet Clinical Commissioning Group (Thanet CCG) requested that they be treated as consultees in the process whilst Canterbury CCG opted to be alongside EKHUFT, as the proposers of this clinical strategy. It is hoped that the new outpatient strategy would reduce the distance and number of trips that patients would have to travel for consultation, as a one-stop approach would be adopted in the strategy. This would ensure effective and efficient treatment of patients. It would also be part the strategy to offer appointments during an extended working day and on Saturdays.

In respect of proposals for in-patients services, these would be developed to enable medium to long term ability to deliver safe and sustainable services especially in respect of high risk surgical procedures. Mr Bain indicated that discussions with key stakeholders were still ongoing and he cited the example of a report produced in spring by the Royal College of Surgeons which comments on the proposal. The Clinical Strategy will need to address all the challenges cited in this report.

Members asked for reassurances that the patient transportation service would be appropriate to which Mr Bain said that an evaluation on driving times had been conducted. He advised that the six districts would be better served by the new proposed service than by the current one in place. All of the key information that includes 'headline

figures' will be highlighted in the consultation document. In response to a query from a member of the public, Mr Bain indicated that the recently commissioned helipad would provide for rapid transportation of major trauma patients from Queen Elizabeth Queen Mary (QEQM) Hospital to appropriate hospitals.

Dr Tony Martin, Clinical Chairman of the Thanet CCG gave an update on the current activities of the Thanet CCG. He said the CCG has been in place for the last six months. A Health and Wellbeing Board had also been established whose area of responsibility was coterminous with the Thanet District Council boundaries. Dr Martin reported that the Thanet CCG budget would be reduced by between 10-17% in 2014/17.

The way health services would be provided in future would have to adapt to this increasing gap in budget funding. For example, more individuals with higher demands for care will be cared for in their own homes. Dr Martin advised that although the Thanet CCG did not have commissioning responsibility over primary health services; he observed that primary care is going to undergo rigorous supervision to ensure it meets to required higher standards of service delivery. More resources were being moved to community from hospital based care. He said that a lot more integrated working would need to be adopted that would also include mental health services.

Some Members were concerned that the Mental Health Trust had been underfunded so far and in response Dr Martin said that the next meeting of the Health & Wellbeing Board would be considering an agenda item on mental health services. Members suggested that there be joined up thinking in delivering health services in view of other legislative changes to, for example, individuals being asked to pay extra council tax for an extra bedroom they are deemed not to require. This was because in some instances some residents may actually require an extra bedroom to store their medical equipment like home dialysis equipment. Mr Craig George, Housing Services Manager advised Members that in such instances, there is a possibility for the Council to consider offering Discretionary Housing Payments to assist the affected individuals.

When asked about the timeframe by when the new approach to care in the community would be in place, Dr Martin said that he hoped that firm plans would be in place by end of this financial year. Mr Bain agreed that the home based dialysis care should be encouraged as it was less invasive. When asked by Members as to which services in the future might be not be provided as a result of budget cuts; Dr Martin indicated that there were none at the moment. He also said that the issue would be to continue to provide services whilst being mindful of the limited resources available and that where there were going to be significant changes to service delivery that would be done in accordance to national guidelines and in consultation with residents, taking into consideration what is medically possible. Mr Bain advised that before any such changes were made, it was important to make an evaluation of the value for money of existing services.

Members asked whether Thanet in-patients beds would be reduced in the proposed changes as more beds will be allocated to mid north Kent. In response Mr Bain said that Thanet residents would not be inconvenienced. When requested to make another presentation on the proposed clinical strategy for all the TDC Members, Mr Bain agreed.

Councillor Campbell proposed, Councillor Harrison seconded and Members agreed the following:

1. That the issue be brought back for discussion to the Panel once the date for the public consultation on the matter has been announced by EKHUFT to decide whether they are minded to recommend to Cabinet a collective TDC response to the public consultation on a new Clinical Strategy for East Kent, as requested by Cabinet on 10 May 2012.

366. REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2013/14

The Chairman reminded all Chairmen of Task and Finish sub-groups that Sub Group reports would be required for submission to Democratic Services by Friday, 13 December 2013 in order to be included in the agenda for the Panel meeting on 14 January 2014.

Councillor K. Gregory proposed, Councillor Campbell seconded and Members agreed the following:

1. That Members note the report;
2. To amend the term of reference number 3 for the Transeuropa Debt Review Task & Finish Group to read as follows:
 - a) To identify any lessons learned from the Transeuropa debt and how this impacts on the council's debt management processes, and, if necessary, to report any such impacts to the Governance and Audit Committee;
3. The recommendations from the Pleasurama Site Development TFG which are as detailed below:
 - a) THAT the Corporate and Regulatory Services Manager requests the Leader of the Council as quickly as possible for an executive decision, authorising him to seek external legal advice;
 - b) Recommend to Cabinet that no executive decision is taken in relation to further varying the Development Agreement, but that any recommendation in that regard be made to Council for final decision.

367. FORWARD PLAN AND EXEMPT CABINET REPORT LIST:-12 SEPTEMBER 2013 TO 24 APRIL 2014

Members were advised that any items that were reflected as going to be considered by the Panel at the October meeting had since been deferred to a future meeting because officers needed more time to produce the required report.

The report was noted.

Meeting concluded: 8.25 pm

TDC PARKING FEES AND CHARGES FOR 2014/15 – CABINET MEMBER RESPONSES TO MEMBER QUESTIONS

To: **Overview & Scrutiny Panel – 14 January 2014**

Main Portfolio Area: **Corporate**

By: **Charles Hungwe, Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **All**

Summary: The purpose of this cover report is to introduce the “Question & Answer Session” wherein Members of the Overview & Scrutiny Panel seek further clarifications on the rationale behind the level of Parking Fees & Charges that were recommended to Council by the Executive.

For Decision

1.0 Introduction

- 1.1 The Chairman of the Overview & Scrutiny Panel invited Councillor Poole, Cabinet Member responsible for car parking facilities provided and maintained by Thanet District Council. Councillor Poole accepted the invitation.
- 1.2 The purpose of the Councillor Poole’s attendance is to respond to queries and questions from Members of the Panel regarding the level of car parking fees and charges for 2014/15. The draft parking fees and charges were agreed at Full Council as part of the Council Fees and Charges for 2014/15 on 5 December 2013.
- 1.3 Annex 1 to this report reflects the schedule of Fees and Charges for 2014/15. It highlights the proposed level of Parking Fees and Charges for 2014-15 that was recommended to Council by Cabinet.
- 1.4 Members may wish to note some of the highlights that were in the Council report. The report indicated that; “as a result of reviewing all the Council’s fees and charges, additional income of £141k is anticipated in 2014/15. Where increases are proposed, these are in the main between 1% and 2%.
- 1.5 Whilst the majority of the charges for car parking remain unchanged, the following amendments are proposed:
 - All off street car parks (with the exception of the harbour car parks) will be charged on a linear basis with a minimum charge of one hour;
 - There will be an increase in the charge for season discs for the off street car parks, as well as a change to the type of permits available and what car-parks they will cover;
 - A 10p charge will be introduced for the first 30 minutes at Albion Road car park in Birchington (this car park is currently free for the first 30 minutes). This

should help to stop the abuse of ticket machines through anti-social behaviour;

- Free Saturday parking will continue in Vere Road, Harold Road, Mill Lane and Leopold Street;
- The on-street charging period will change from 9am-7pm to 9am-6pm;
- Mill Lane will re-close at 7pm each evening from April 2014;
- Coach parking and HGV parking charges will increase by 14.29%.”

2.0 Corporate Implications

2.1 Financial and VAT

2.1.1 There are no financial implications arising directly from this report.

2.2 Legal

2.2.1 There are no legal implications arising directly from this report.

2.3 Corporate

2.3.1 Corporate priorities can only be delivered with robust finances. The proposed level of fees and charges are believed to be sufficient to meet these priorities by being incorporated into the budget.

2.4 Equality

2.4.1 There are no equity and equalities implications arising directly from this report. A full equity and equality impact will be undertaken on the budget proposals to accompany the report going to Cabinet in January 2014.

3.0 Recommendation

3.1 That Members note the report and direct any further queries to the Cabinet Member for Operational Services.

4.0 Decision Making Process

4.1 The Overview & Scrutiny Panel can review any matter that affects the district and make recommendations to the appropriate person or body of Council.

Contact Officer:	Charles Hungwe, Senior Democratic Services, Ext 7186
Reporting to:	Glenn Back, Democratic Services & Scrutiny Manager

Annex List

Annex 1	Fees and Charges for 2014/15 Schedule
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Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			ENVIRONMENTAL HEALTH SERVICES					
85.00 + costs incurred		0	Issue of unsound food certificate	1-Apr-11	85 + costs incurred			0
Hourly rate of officer			Voluntary surrender of unsound food/insurance claims		Hourly rate of officer			
60.00		300	Issue of information to commercial organisations relating to previous land use, and other environmental information copies	1-Apr-09	65.00		8.33%	300
350.00			High Hedges Charge (For complaint requiring council investigation)	Statutory	350.00			-
Hourly rate of officer			Provision of factual statements from Officers					
Hourly rate of officer + costs incurred			Works in Default					
			IMPORTED FOOD INSPECTION CHARGES (Designated Point of Entry)					
			Office Hours: 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 Friday Outside of Office Hours: any time outside of the above office hours, and at any time on weekends or Bank Holidays These charges will apply whether a consignment is cleared or rejected. These charges do not include any fees which the Cargo Handling Agent or BIP operator may impose.					
			Document Check	new	60.00			
			Document, physical and sampling check		160.00			
			Laboratory fees for sampling (set by lab) Additional charge for Saturday service		290.00 110.00			
			Organic Produce Inspection Charges					
		-	Organic Product Release Notice		45.00			-
85.00		0	Export certificate (Foods)	1-Apr-11	85 + costs incurred			0
			ENVIRONMENTAL PROTECTION ACT 1990 - AIR POLLUTION					
			fees are set nationally by Government- details available on request					
Statutory		9,000	(a) Initial application fee (Standard)	Statutory	Statutory			9,000
Statutory			(b) Substantial Changes Fee (Standard)	Statutory	Statutory			
Statutory			(c) Substantial Changes Fee (Section 10 & 11)	Statutory	Statutory			
Statutory			(d) Annual Subsistence Charge (Standard)	Statutory	Statutory			
			ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE					
officer time + travel		0	callouts, alarms etc - to be reclaimed from offender		officer time + travel			
Statutory			PRIVATE WATER SUPPLIES (to max of)	Statutory	Statutory			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
Statutory			a) Risk Assessments	Statutory	Statutory			
Statutory			b) Sampling (each visit) + analysis fees	Statutory	Statutory			
Statutory			c) Investigation	Statutory	Statutory			
Statutory			d) Granting an authorisation	Statutory	Statutory			
Statutory			e) Analysis under regulation 10	Statutory	Statutory			
Statutory			f) Analysis during check monitoring	Statutory	Statutory			
Statutory			g) Analysis during audit monitoring	Statutory	Statutory			
			FOOD PREMISES (Registration) REGULATIONS 1991					
No Charge		0	Copy of register per A4 sheet	1-Apr-12				0
		5,000	FOOD HYGIENE COURSES					0
60.00			Basic Food Hygiene certificate	1-Apr-10	no longer run			
175.00			Intermediate Food Hygiene certificate	1-Apr-10	no longer run			
			SAFER FOOD BETTER BUSINESS					
45.00		0	Onsite coaching - 2 hours	1-Apr-11	45.00	*		0
		120	SMOKE FREE					120
Statutory			a) Smoking in a smoke free place	Statutory			Statutory	
Statutory			- reduced if paid within 15 days	Statutory			Statutory	
Statutory			b) Failing to display no-smoking signs	Statutory			Statutory	
Statutory			- reduced if paid within 15 days	Statutory			Statutory	
Statutory			c) Failing to prevent smoking in a smokefree space - Court awarded fine	Statutory			Statutory	
			ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE					
officer time + travel		0	callouts, alarms etc - to be reclaimed from offender		officer time + cost of work			
			STRAY DOGS					
25.00 (Statutory Max) At Cost		2,000	Stray dog collection	statutory	25.00		0.00%	2,000
		-	Kennelling Fees per day in kennels		10.50			
			DOG FOULING					
80.00		100	Fouling the highways and public places	statutory	80.00		0.00%	100
60.00			Early Payment (Within 10 days)		60.00			
			Dog exclusion from designated beaches		80.00			
			Early payment within 7 days		60.00			
			WASTE NOTICES					
			Failure to comply with a waste receptacles notice		80.00			1,000
			early payment (within 7 days)		60.00			
			Failure to produce waste documents		300.00			
			early payment (within 7 days)		200.00			
			Failure to produce authority to transport waste		300.00			
			early payment (within 7 days)		200.00			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			LAND CHARGES					
11.00		10,000	Personal Searches Administration Fee	1-Apr-11	11.00		0.00%	10,000
138.00		269,810	Land Charges Search including Official Certificate of Search (one parcel of land)	1-Apr-12	138.00		0.00%	269,810
138.00			electronically received request for search	1-Apr-12	138.00		0.00%	
20.00			additional parcels of land (per parcel)	1-Apr-12	20.00		0.00%	
			An e-Government initiative to speed up the process of house conveyancing is being implemented across the UK. The National Land Information System (NLIS) will allow Land Charge searches to be made online through a central hub and channel. This requires the Council to adopt differential pricing. If agreed, the charge to the end user will be as above, and the provider takes 18% commission charge.					
			LICENSING					
131.00		1,470	(a) Animal Boarding Establishment Licence fee (plus a veterinary inspector's fee if necessary)	1-Apr-13	134.00		2.29%	1,492
200.00		2,500	(b) Pet Animals Act (Pet Shop) Licence Licence fee (plus a veterinary inspector's fee if necessary)	1-Apr-13	204.00		2.00%	2,550
210.00			(c) Dog Breeder's Licence Licence fee (plus a veterinary inspector's fee if necessary)	1-Apr-13	214.00		1.90%	-
210.00		850	(d) Riding Establishment Act Licence Licence fee (plus a veterinary inspector's fee if necessary)	1-Apr-13	214.00		1.90%	860
209.00		210	(e) Dangerous Wild Animals Act Licence fee (plus a veterinary inspector's fee if necessary)	1-Apr-13	213.00		1.91%	213
420.00		-	(f) Zoo Licence Act Licence fee (plus a veterinary inspector's fee if necessary)	1-Apr-13	428.00		1.90%	-
34.00		-	Licence fee where exemption applies	1-Apr-13	35.00		2.94%	-
272.00		4,010	(g) Registration for Acupuncture/Tattooing/Electrolysis/Ear Piercing	1-Apr-13	278.00		2.21%	4,070
946.00			(h) Sex Establishment Licence Grant of licence	1-Apr-13	965.00		2.01%	-
946.00		490	Annual renewal	1-Apr-13	965.00		2.01%	965
535.00		2,140	(i) Private Hire Vehicle Operator's Licence - Annual Initial grant/late renewal	1-Apr-13	546.00		2.06%	2,180
270.00		15,630	Prompt renewal	1-Apr-13	275.00		1.85%	15,860
157.00		12,490	(j) Hackney Carriage Driver's Licence - Annual Initial grant/late renewal	1-Apr-13	160.00		1.91%	12,730
78.00			Prompt renewal	1-Apr-13	80.00		2.56%	
			DBS (CRB) Disclosure					
157.00		48,240	(k) Private Hire Vehicle Driver's Licence - Annual Initial grant/late renewal	1-Apr-13	160.00		1.91%	49,200
78.00			Prompt renewal	1-Apr-13	80.00		2.56%	
			CRB Disclosure					
51.00		-	(l) Private Hire Vehicle Plate (Returnable Deposit)	1-Apr-13	52.00		1.96%	-
306+ MOT		24,170	(m) Hackney Carriage Vehicle Licence Initial grant/late renewal (Full Year)	1-Apr-13	312+MOT			24,650
153+ MOT			Initial grant (October to March)	1-Apr-13	156+MOT			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £	
			Prompt renewal	1-Apr-13	230+MOT				
			Transfer from one vehicle to another	1-Apr-13	97+MOT			4,100	
		4,020	Vehicles adapted for disabled use - for first year only from 1 April 2001						
			(n) Plates & Badges						
		1,660	Drivers Identification badges	1-Apr-10	1.00		0.00%	1,660	
			Replacement Private Hire Vehicle Plate	1-Apr-08	8.00		0.00%		
			Replacement Hackney Carriage Vehicle Plate	1-Apr-10	16.00		0.00%		
			(o) Private Hire Vehicle Licence						
		91,900	Initial grant/late renewal (Full Year) with meter	1-Apr-13	260+MOT 312+MOT			93,740	
			Initial grant (December to May) with meter	1-Apr-13	130+MOT 156+MOT				
			Prompt renewal with meter	1-Apr-13	188+MOT 230+MOT				
		12,890	Transfer from one vehicle to another with meter	1-Apr-13	75+MOT 97+MOT			13,140	
		120	(p) Advertising on Hackney Carriage Vehicles/Private Hire Vehicles	1-Apr-13	82.00		2.50%	160	
			(q) Scrap Metal Dealers					1,000	
			Initial grant of Site licence	3-Oct-13	475.00				
			Initial grant of Collectors licence	3-Oct-13	275.00				
			Renewal of Site licence	3-Oct-13	425.00				
			Renewal of Collectors licence	3-Oct-13	275.00				
			Variation Collector to Site licence	3-Oct-13	200.00				
			Variation Site to Collector licence	3-Oct-13	60.00				
			Variation (minor administrative, such as change of address)	3-Oct-13	30.00				
			Change of Site Manager	3-Oct-13	100.00				
			(s) Miscellaneous Licences						
			Street Collection						
			House to House Collection						
			Street Trading						
		125,000	(t) Premises licence (The fees detailed below are statutory fees)					125,000	
			Application for grant and variation of Premises Licences and Club premises certificate						
			A	B	C	D	E		
			Non Domestic RV	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,000 1 &		
			Fee	£100	£190	£315	£450	£635	
			Large Town Centre Pubs	-	-	-	£900	£1,905	
			Annual Charge	£70	£180	£295	£320	£350	
			Premises with no domestic rateable value=Band A; premises under construction=Band C						

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			Notification of change of name or address of premises licence holder or club	Statutory				
			Application to vary to specify individual as designated premises supervisor	Statutory				
			Notification of change of address of designated premises supervisor	Statutory				
			Notification of alteration of club rules	Statutory				
			Application to transfer premises licence	Statutory				
			Interim authority notice	Statutory				
			Application for copy or summary	Statutory				
			Application for making of a provisional statement	Statutory				
			Personal Licence Fees					
			Application for grant	Statutory				
			Application for copy	Statutory				
			Notification of change of name or address	Statutory				
			Temporary Event Notices Fees					
			Notification of a temporary event	Statutory				
			Application for copy	Statutory				
			Other Fees					
			Supply of copy of information contained in licensing register (fee determined by licensing authority based on costs)	Statutory				
			Notification of an interest in any premises	Statutory				
		38,180	Applications under the Gambling Act 2005					38,940
			Classes of premises licence					
			Non-conversion application fee in respect of provisional statement premises					
			Non-conversion application fee in respect of other premises					
			First annual fee and annual fee					
			Fee for application to vary licence					
			Fee for application to transfer a licence					
			Fee for application for reinstatement of a licence					
			Fee for application for provisional statement					
			Converted casino premises licence					
			Bingo premises licence					
			Adult gaming centre premises licence					
			Betting premises (track) licence					
			Family entertainment centre premises licence					
			Betting premises (other) licence					

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			Prize permit application or renewal.					
			Family entertainment centre gaming machine permit or renewal.					
			Change of name on family entertainment centre/prize permit.					
			Copy of family entertainment centre/prize permit.					
			Change of circumstances, residence etc S.186.					
			Copy of licence.					
			Club Gaming permit.					
			Club machine permit.					
			Licensed Premises gaming machine permit.					
			COUNCIL PUBLICATIONS					
corporate p/c charge			(a) Council agendas & Committee minutes - per page	1-Apr-08	corporate p/c charge			0
corporate p/c charge			(b) Committee agenda per single committee per single copy		corporate p/c charge			
corporate p/c charge			(b) Committee agenda per page		corporate p/c charge			
corporate p/c charge			Planning Committee or Cabinet	1-Apr-08	corporate p/c charge			0
corporate p/c charge			All other Committees	1-Apr-08	corporate p/c charge			
corporate p/c charge			(c) Photocopy official document, per page (plus administration charge, if applicable)	1-Apr-07	corporate p/c charge			
			Income included in other departmental charges					
			ELECTORAL SERVICES					
25.00			Electoral Index of Streets	1-Apr-04	25.00			
10.00			Marked copy of Register - Basic Charge plus per 1000 entries charge below	1-Apr-08	10.00		0.00%	
5.00			Marked copy of Register per 1000 entries in addition to basic charge	1-Apr-10	5.00		0.00%	
10.00		1,500	Register price list (paper copy) Basic Charge plus cost per 1,000 entries charge below		10.00		0.00%	1,500
5.00			Register price list (paper copy) per 1,000 entries in addition to basic charge	1-Apr-09	5.00		0.00%	
20.00			Register price list (data copy) Basic Charge plus cost per 1,000 entries charge below		20.00		0.00%	
1.50			Register price list (data copy) per 1,000 entries in addition to basic charge		1.50		0.00%	
25.00			Confirmation of Ward for Stamp Duty purposes	1-Apr-06	25.00		0.00%	
FREE			Inspection of marked copy of Register - per register	1-Apr-06	FREE			
			CORPORATE MARKETING					
All Minimum Charges		5,000	Charges for Film Location works		All Minimum Charges			5,000
500.00			Advertising productions, Commercials, Filming for Internet Advertising - per day	1-Apr-13	500.00		0.00%	
500.00			Feature Films - per day	1-Apr-11	500.00		0.00%	
150.00			Low Budget Feature Films - per day	1-Apr-11	150.00		0.00%	
150.00			Television dramas - per day	1-Apr-11	150.00		0.00%	
100.00			Educational, Corporate. Light entertainment, music promotions - per day	1-Apr-11	100.00		0.00%	
50.00			Interviews, sound recordings - per day	1-Apr-12	50.00		0.00%	
150.00			Photo Shoots - National publications - per day	1-Apr-11	150.00		0.00%	
50.00			Photo Shoots - low budget publications - per day	1-Apr-12	50.00		0.00%	

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
0.00			Student films, local community groups - per day	1-Apr-11	0.00			
15.00			Administration - complex enquiries - per hour	1-Apr-12	15.00		0.00%	
			CAR PARKS					
			LONG TERM					
			(a) HAROLD ROAD, Cliftonville 7am - 10pm (Free on Saturdays) Linear after 1st hour					
		5,000	Private motor cars					5,000
0.50	*		Per hour up to 4 hours	11-Jun-12	0.50	*	0.00%	
			each minute between 1 hour and 5 hours 1.2p		0.012			
2.50			Over 5 hours (until 10.00 pm)		2.50			
		18,000	(b) ST PETER'S PARK ROAD, Broadstairs; CANNON ROAD, Ramsgate 7am - 10pm					18,000
			Linear after 1st hour					
		7,500	Private motor cars					7,500
0.50	*		Per hour up to 4 hours	11-Jun-12	0.50	*	0.00%	
			each minute between 1 hour and 5 hours 1.2p		0.012			
2.50	*		Over 5 hours (until 10.00 pm)	11-Jun-12	2.50	*	0.00%	
		24,000	(c) ALPHA ROAD Birchington 7am - 10pm Linear after 1st hour					24,000
		53,000	Private motor cars					53,000
0.50	*		Per hour up to 4 hours	11-Jun-12	0.50	*	0.00%	
			each minute between 1 hour and 5 hours 1.2p		0.012			
2.50	*		Over 5 hours (until 10.00 pm)	11-Jun-12	2.50	*	0.00%	
		118,000	(d) ALBION STREET, Broadstairs					118,000
			Private motor cars					
0.50	*		1st November to 31st March	11-Jun-12	0.50	*		
			Per hour up to 4 hours		0.012			
2.50	*		each minute between 1 hour and 5 hours 1.2p	11-Jun-12	2.50	*		
			Over 5 hours (until 10.00 pm)					
1.50	*		1st April to 31st October	11-Jun-12	1.50	*		
			Per hour up to 4 hours		0.025			
7.50	*		each minute between 1 hour and 5 hours 2.5p	11-Jun-12	7.50	*		
			Over 5 hours (until 10.00 pm)					
		220,000	(e) STAFFORDSHIRE STREET, Ramsgate 7am - 10pm Linear after 1st hour					220,000
			Private motor cars					
0.80	*		Per hour up to 4 hours	11-Jun-12	0.80	*	0.00%	
			each minute between 1 hour and 5 hours 1.33p		0.0133			
4.00	*		Over 5 hours (until 10.00 pm)	11-Jun-12	4.00	*	0.00%	
		10,000	(f) ALBION ROAD, Birchington 7am - 10pm					10,000
			Private motor cars					
Free			First half hour	11-Jun-12	0.10	*		
0.80	*		Per each 30 minutes up to 4 hours	11-Jun-12	0.40	*		
			each minute between 1 hour and 5 hours 1.33p		0.0133			
4.00			Over 5 hours (until 10.00 pm)		3.70			
			Private motor cars					
			TRINITY SQUARE, Margate 7am - 10pm Linear after 1st hour					
			Private motor cars					
0.80			Per hour up to 4 hours		0.80			
			each minute between 1 hour and 5 hours 1.33p	11-Jun-12	0.0133			
4.00			Over 5 hours (until 10.00 pm)	11-Jun-12	4.00			
		12,500	(g) MARINA ESPLANADE, Ramsgate 7am - 10pm Linear after 1st hour					12,500
		6,250	Private motor cars					6,250
		6,250	1st November to 31st March					6,250

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
0.50			Per hour up to 4 hours		0.50			
			each minute between 1 hour and 5 hours 1.2p		0.012			
2.50			Over 5 hours (until 10.00 pm)		2.50			
			1st April to 31st October					
1.50			Per hour up to 4 hours		1.50			
			each minute between 1 hour and 5 hours 2.5p		0.025			
7.50			Over 5 hours (until 10.00 pm)		7.50			
		118,000	(h) LEOPOLD STREET MULTI STOREY CAR PARK, Ramsgate 7am - 10pm Linear after 1st hour					118,000
			Free on Saturdays					
0.80	*		Private motor cars	11-Jun-12		*		
	*		Per hour up to 4 hours	11-Jun-12	0.80	*		
			each minute between 1 hour and 5 hours 1.33p		0.0133			
4.00	*		Over 5 hours (until 10.00 pm)	11-Jun-12	4.00	*		
2.50			Hoteliers Charge (bulk purchase) - 24 hour ticket	11-Jun-12	2.50		0.00%	
		69,000	(i) MILL LANE CAR PARK, Margate 7am-7pm (Free on Saturdays) Linear after 1st hour					69,000
			Private motor cars					
0.80			Per hour up to 4 hours	11-Jun-12	0.80			
			each minute between 1 hour and 5 hours 1.33p	11-Jun-12	0.0133			
4.00			Over 5 hours (until 7.00 pm)		4.00			
		18,000	(j) QUEEN STREET/ELMS AVENUE, Ramsgate; ALBION PLACE, Ramsgate 7am - 10 pm					18,000
	*	13,500	Linear after 1st hour	11-Jun-12		*		13,500
	*		Private motor cars	11-Jun-12		*		
0.80			Per hour up to 4 hours		0.80			
			each minute between 1 hour and 5 hours 1.33p		0.0133			
4.00			Over 5 hours (until 10.00 pm)		4.00			
			(k) CHANDOS SQUARE, Broadstairs 7am - 10pm Linear after 1st hour					
			Private motor cars					
			1st November to 31st March					
0.80	*		Per hour up to 4 hours	11-Jun-12	0.80	*	0.00%	
	*		each minute between 1 hour and 5 hours 1.33p		0.0133	*	New	
4.00			Over 5 hours (until 10.00 pm)	11-Jun-12	4.00		0.00%	
			1st April to 31st October					
1.50	*		Per hour up to 4 hours	11-Jun-12	1.50	*	0.00%	
			each minute between 1 hour and 5 hours 2.5p		0.025	*	New	
7.50			Over 5 hours (until 10.00 pm)	11-Jun-12	7.50		0.00%	
		20,000	(l) VERE ROAD, Broadstairs 7am - 10pm (Free on Saturdays) Linear after 1st hour					20,000
			Private motor cars					
			1st November to 31st March					
0.50			Per hour up to 4 hours	11-Jun-12	0.50	*	0.00%	
			each minute between 1 hour and 5 hours 1.2p		0.012	*	New	
2.50			Over 5 hours (until 10.00 pm)	11-Jun-12	2.50		0.00%	
	*		1st April to 31st October					
0.80			Per hour up to 4 hours	11-Jun-12	0.80	*	0.00%	
			each minute between 1 hour and 5 hours 1.33p		0.0133	*	New	
4.00			Over 5 hours (until 10.00 pm)	11-Jun-12	4.00		0.00%	
			(m) DREAMLAND, Margate 7am-10pm Linear after 1st hour					
			Private motor cars					
			1st November to 31st March					
			Per hour up to 4 hours		0.80		New	
			each minute between 1 hour and 5 hours 1.33p		0.0133		New	
			Over 5 hours (until 10.00 pm)		4.00		New	
			1st April to 31st October					
			Per hour up to 4 hours		1.50		New	
			each minute between 1 hour and 5 hours 2.5p		0.025		New	
			Over 5 hours (until 10.00 pm)		7.50		New	

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			SHORT TERM					
			(a) CAVENDISH STREET, Ramsgate; MEETING STREET, Ramsgate 7am -10pm					
			Linear after 1st hour					
0.80	*	45,000	Private motor cars	11-Jun-12	0.80	*	0.00%	45,000
		60,000	Per hour up to 2 hours	11-Jun-12				60,000
			each minute between 1 hour and 3 hours 1.33p		0.0133			
3.20	*	34,000	3 hours (until 10.00 pm)	11-Jun-12	3.20	*	0.00%	34,000
		41,000	(b) MARKET STREET, Margate 7am - 10pm Linear after 1st hour					41,000
			Private motor cars	11-Jun-12				
0.80	*		Per hour up to 2 hours	11-Jun-12	0.80	*	0.00%	
			each minute between 1 hour and 3 hours 1.33p		0.0133			
3.20	*		3 hours (until 10.00 pm)	11-Jun-12	3.20	*	0.00%	
		35,000	(c) CROFT'S PLACE, Broadstairs 7am - 10pm Linear after 1st hour					35,000
			Private motor cars					
0.80	*		Per hour up to 2 hours	11-Jun-12	0.80	*	0.00%	
			each minute between 1 hour and 3 hours 1.33p	11-Jun-12	0.0133	*		
3.20	*		3 hours (until 10.00 pm)		3.20			
			SEASONAL PAY AND DISPLAY					
		8,500	(a) MINNIS BAY, Birchington; ST. MILDRED'S BAY, Westgate, 7am - 10pm					8,500
		1,800	Linear after 1st hour					1,800
			Summer Season 1 April to 31 October					
			Private motor cars					
0.80	*		Per hour up to 4 hours	11-Jun-12	0.80	*	0.00%	
			each minute between 1 hour and 5 hours 1.33p		0.0133			
4.00	*		Over 5 hours (until 10.00 pm)	11-Jun-12	4.00	*	0.00%	
		49,000	(b) JOSS BAY, Broadstairs 7am- 10pm Linear after 1st hour					49,000
			Summer Season 1 April to 31 October					
			Private motor cars					
1.60	*		Per hour up to 4 hours	11-Jun-12	1.60	*	0.00%	
			each minute between 1 hour and 5 hours 2.66p		0.0266			
8.00	*		Over 5 hours (until 10.00 pm)	11-Jun-12	8.00	*	0.00%	
			COACH PARKING					
			(a) VERE ROAD, Broadstairs; DREAMLAND, Margate 7am- 10pm					
			Summer Season 1 April to 31 October					
7.00	*		Up to 4 hours	11-Jun-12	8.00	*	14.29%	
12.00			Over 4 hours and up to 15 hours (until 10.00 pm)	11-Jun-12	15.00			
			Off Season 1st November- to 31 March					
4.00	*		Per entry (up to 15 hour stay)	11-Jun-12	7.00	*		
			(b) JOSS BAY, Broadstairs; MINNIS BAY, Birchington 7am - 10pm					
			Summer Season 1 April to 31 October					
7.00	*		Up to 4 hours	11-Jun-12	8.00	*	14.29%	
12.00			Over 4 hours and up to 15 hours (until 10.00 pm)	11-Jun-12	15.00			
			HGV's					
			VERE ROAD, Broadstairs; MINNIS BAY, Birchington 7am - 10pm					
			Summer Season 1 April to 31 October					
7.00	*		Up to 4 hours	11-Jun-12	8.00	*	14.29%	
12.00			Over 4 hours and up to 15 hours (until 10.00 pm)	11-Jun-12	15.00			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
		65,000	SEASON TICKETS					65,000
			(a) Annual					
500.00	*		All Car Parks	1-Apr-08	600.00	*	20.00%	
360.00	*		All long term car parks only	1-Apr-08	400.00	*	11.11%	
250.00	*		Multi Storeys only	1-Apr-08	delete	*		
150.00	*		Cannon Road, Trinity Square, St. Peters Park Road, Alpha Road and Harold Road Selected Car Parks	1-Apr-08	delete 300.00	*		
			(b) Half Year					
280.00	*		All Car Parks	1-Apr-08	350.00	*	25.00%	
210.00	*		All long term car parks only	1-Apr-08	250.00	*	19.05%	
160.00	*		Multi Storeys only	1-Apr-08	delete	*		
100.00	*		Cannon Road, Trinity Square, St. Peters Park Road, Alpha Road and Harold Road Selected Car Parks	1-Apr-08	delete 190.00	*		
		900	(c) Monthly					900
70.00	*		All Car Parks	1-Apr-08	70.00	*	0.00%	
60.00			All long term car parks only	1-Apr-08	60.00			
40.00			Multi Storeys only Selected Car Parks	1-Apr-08	delete 50.00			
			(d) Weekly					
50.00			All Car Parks		40.00			
			(e) Weekly Coach					
			Summer Season 1 April to 31 October					
50.00			Vere Road, Joss Bay, Minnis Bay	11-Jun-12	50.00			
			Off Season 1st November- to 31 March					
25.00			Vere Road	11-Jun-12	25.00			
			Replacement Discs					
20.00	*			11-Jun-12	20.00	*	0.00%	
		65,000	FIXED PENALTY FINE - OFF STREET					65,000
			(Fixed by Central Government)					
70.00			(a) Higher level penalty charge	1-Apr-08	70.00		0.00%	
35.00			(b) Higher level penalty charge - Payment within fourteen days	1-Apr-08	35.00		0.00%	
50.00			(c) Lower level penalty charge	1-Apr-08	50.00		0.00%	
25.00			(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	1-Apr-08	25.00		0.00%	
			ON STREET PARKING					
			(a) 2013/14 Maximum 2 hourly stay 9am - 7pm 2014/15 Maximum 2 hourly stay 9am - 6pm					
1.00		35,000	Cecil Square, Margate	11-Jun-12	1.00		0.00%	35,000
1.00		50,000	Albert Terrace,	11-Jun-12	1.00		0.00%	50,000
			(b) 2013/14 Minimum 1 hour stay 9am - 7pm 2014/15 Minimum 1 hour stay 9am - 6pm					
2.00		50,000	Harbour Parade, Ramsgate	11-Jun-12	2.00		0.00%	50,000
2.00		23,000	Victoria Parade, Broadstairs	11-Jun-12	2.00		0.00%	23,000
			(d) Maximum 2 hourly stay					
			2013/14 Linear Charging Maximum 2 hourly stay 9am - 7pm 2014/15 Linear Charging Maximum 2 hourly stay 9am - 6pm					
		18,300	Albion Place, Ramsgate					18,300

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
		8,250	Belvedere Road, Broadstairs					8,250
		47,700	Birchington					47,700
		21,000	Broad Street, Ramsgate					21,000
		8,800	Brunswick Street, Ramsgate					8,800
		4,150	Carlton Ave, Broadstairs					4,150
		29,700	Cavendish Street, Ramsgate					29,700
		17,000	Charlotte Street, Broadstairs					17,000
		19,000	Hardres Street, Ramsgate					19,000
		80,000	Hawley Square/Churchfields Place					80,000
		93,000	High Street, Broadstairs					93,000
		68,000	High Street, Margate					68,000
		17,500	King Street, Ramsgate					17,500
		26,250	Marine Drive					26,250
		22,000	Mill Lane, Margate					22,000
		51,120	Northdown Road					51,120
		5,000	Pierremont Avenue, Broadstairs					5,000
		20,870	Queen Street, Ramsgate					20,870
		15,000	Union Crescent, Margate					15,000
		3,750	Vere Road, Broadstairs					3,750
		12,500	York Street, Broadstairs					12,500
		4,030	Lloyd Road, Broadstairs					4,030
0.20			10 minutes	11-Jun-12	0.20		0.00%	
0.02			each minute 2p thereafter up to 2 hours	11-Jun-12	0.02		0.00%	
2.40			2 hours	11-Jun-12	2.40		0.00%	
			(e) 2013/14 9am - 7pm					
			2014/15 9am - 6pm					
		3,490	Lawn Road, Broadstairs					3,490
0.60			Up to 1/2 hour	11-Jun-12	0.60		0.00%	
1.00			Up to 1 hour	11-Jun-12	1.00		0.00%	
1.50			Up to 1 1/2 hours	11-Jun-12	1.50		0.00%	
2.00			Up to 2 hours	11-Jun-12	2.00		0.00%	
2.60			Up to 3 hours	11-Jun-12	2.60		0.00%	
3.60			Up to 4 hours	11-Jun-12	3.60		0.00%	
			15 minutes		0.20			
			each minute 2p thereafter up to 4 hours		0.02			
			4 hours		4.80			
			RESIDENTS PARKING					
		37,110	(a) RESIDENTS PARKING PERMITS Annual Fee					37,110
60.00		-	Margate West zone	1-Apr-08	60.00		0.00%	-
60.00			Belmont Road Broadstairs	1-Apr-08	60.00		0.00%	
60.00			Addington Road Margate	1-Apr-08	60.00		0.00%	
60.00			Birchington	1-Apr-08	60.00		0.00%	
60.00			Victoria Parade, Broadstairs	1-Apr-08	60.00		0.00%	
60.00			Madeira	1-Apr-08	60.00		0.00%	
20.00			Replacement Discs	1-Apr-08	20.00		0.00%	
		5,500	(b) RESIDENTS PARKING AREAS					5,500
3.00			Daily visitors tickets	1-Apr-08	3.00		0.00%	
2.20			Daily visitors tickets purchased in bulk (20 at a time)	1-Apr-08	2.20		0.00%	
350.00			Commercial premises sited in residential areas - per permit	1-Apr-08	350.00		0.00%	
15.00			Motorcycle permits	1-Apr-08	15.00		0.00%	
			FIXED PENALTY FINE - ON STREET					
		80,000						80,000
		187,000						187,000
			(Fixed by Central Government)					
70.00			(a) Higher level penalty charge	1-Apr-08	70.00		0.00%	
35.00			(b) Higher level penalty charge - Payment within fourteen days	1-Apr-08	35.00		0.00%	
50.00			(c) Lower level penalty charge	1-Apr-08	50.00		0.00%	
25.00			(d) Lower level penalty charge - Payment within fourteen days	1-Apr-08	25.00		0.00%	

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			With effect from 31st March 2008					
			DECRIMINALISATION					
		8,000	(a) ANNUAL DISPENSATION					8,000
400.00			Commercial Users	11-Jun-12	400.00		0.00%	
50.00			Professional Community Services	11-Jun-12	50.00			
FREE			Voluntary Community Services		FREE			
		1,650	(b) WEEKLY WAIVER					1,650
35.00			Builders	11-Jun-12	35.00		0.00%	
			(c) CONES					
30.00		100	Out of Hours Use/Less than 7 days notice/Lost Cones	11-Jun-12	30.00		0.00%	100
15.00			More than 7 days notice	11-Jun-12	15.00		0.00%	
50.00		2,100	Suspension of Bay - Administration Fee	11-Jun-12	50.00		0.00%	2,100
			MISCELLANEOUS CHARGES					
100.00		3,100	ROAD CLOSURES (Street Fairs)	11-Jun-12	100.00		0.00%	3,100
			CREMATORIUM					
		150,000 750,000	CREMATION FEE					
15.00			Non-viable babies	1-Apr-12	15.00		0.00%	
15.00			Stillborn child or age less than one month	1-Apr-12	15.00		0.00%	
50.00			Child - one month but less than 12 years	1-Apr-12	50.00		0.00%	
230.00			Person 12-18 years	1-Apr-11	235.00		2.17%	
475.00			Person over 18 years	1-Apr-13	485.00		2.11%	728,250
			The cremation fee includes :-					
			(a) The use of chapel for 25 minute service, waiting room, recorded music for opening and closing voluntaries, all attendance after coffin is placed on catafalque by the funeral director.					
			Note: Use of chapel in excess of 25 minutes will be charged extra -see item (n) under Additional Charges below					
			(b) Supply of card container for release					
25.00			(c) Scattering of ashes in crematorium grounds					
100.00			Authorisation of Statutory Documentation	1-Apr-10	25.00		0.00%	36,750
			Environmental Surcharge (additional to adult cremation fee and full cemetery burial-per adult cremation and full burial)	1-Apr-11	100.00		0.00%	150,000
			ADDITIONAL CHARGES					
at cost + 30% +VAT			(a) Forwarding ashes within Great Britain (including postage, packing & approved container)		at cost + 30% +VAT			
140.00		3,800	(b) Disposal of ashes from other crematoria	1-Apr-12	75.00		-46.43%	3,800
Delete		-	(c) Supply of urns	delete	Delete			
20.00		12,910	(d) Search fee	1-Apr-12	20.00	*	0.00%	5,000
			(e) Garden of rest					
260.00		18,000	(1) (a) Exclusive right of plot for the interment of ashes in caskets or urns	1-Apr-13	265.00		1.92%	19,875
30.00			(b) Assignment of right of burial	1-Apr-09	40.00		33.33%	
120.00		21,000	(2) Interment of ashes in caskets or urns	1-Apr-10	125.00		4.17%	21,875
140.00			(3) Interment of ashes in caskets or urns from other crematoria	1-Apr-11	140.00		0.00%	
110.00		5,600	(4) (a) Right to erect headstone (Lawn burial system)	1-Apr-13	115.00		4.55%	6,900

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
30.00			(b) Right to erect vase 8" high x 7" square (any size in excess classed as headstone)	1-Apr-10	30.00		0.00%	
30.00			(c) Additional inscription on existing memorial	1-Apr-10	30.00		0.00%	2,100
10.00		560	(5) Supply of number stone	1-Apr-11	10.00	*	0.00%	750
60.00		8,800	(f) Auger Pot - interment of ashes	1-Apr-11	65.00		8.33%	10,400
			(g) Inscription in books of remembrance					
46.00		12,360	(1) Two lines	1-Apr-13	48.00	*	4.35%	12,500
23.00			(2) Each additional line	1-Apr-13	24.00	*	4.35%	
		3,040	(h) Memorial plaques					
180.00		3,500	(1) Lease wall space for 5 years	1-Apr-13	180.00		0.00%	4,200
40.00			(2) Existing plaque - renewal per ONE year	1-Apr-13	45.00			
70.00		140	(i) Miniature books of remembrance	1-Apr-11	75.00	*		
25.00			(j) Memorial cards (folded)	1-Apr-11	25.00	*		
25.00		390	(k) Memorial cards (unfolded)	1-Apr-11	25.00	*		400
19.00			Photographic Images in miniature books or folded memorial cards per order plus for each print		19.00			
7.00					7.00			
35.00			(l) Floral illustration	1-Apr-11	35.00	*		
50.00			(m) All other illustrations (badges, crests etc)	1-Apr-11	50.00	*		
100.00			(n) Use of chapel for private memorial service - max 25 minutes (Note: Also applies to use of chapel for extra time (i.e.in excess of 25 minutes covered by Cremation fee)	1-Apr-11	100.00	*	0.00%	1,000
30.00			(o) Hymn book dedication	1-Apr-11	30.00	*	0.00%	
15.00		2,400	(p) Bearers fee	1-Apr-11	15.00		0.00%	2,400
450.00			(r) Memorial Bench Plaque (when available) - Lease of space for 5 years	1-Apr-12	460.00		2.22%	
			MARGATE & RAMSGATE CEMETERIES					
60.00		3,680	Use of Cemetery Chapel - for private memorial service - max 25 minutes	1-Apr-11	65.00	*	8.33%	4,000
		1,900	(excluding children and contracted funerals)					2,000
		30,000	(a) Purchase of exclusive right of burial					
525.00		14,000	Adult	1-Apr-13	535.00		1.90%	34,000
165.00			Child under 12 years	1-Apr-13	170.00		3.03%	13,000
1050.00		Included above	Purchase of Exclusive Right of Burial (Adult only) - non Parishioner	1-Apr-13	1070.00		1.90%	
30.00		600	(b) Assignment of right of burial	1-Apr-12	40.00		33.33%	800
		600						800
		75,300	(c) Interment - adult - pre-purchased grave only - hand or mechanically dug					77,000
560.00		36,000	5 ft grave	1-Apr-13	570.00		1.79%	38,000
760.00			7 ft grave	1-Apr-13	770.00		1.32%	
1160.00			9 ft grave	1-Apr-13	1170.00		0.86%	
1360.00			11ft grave	1-Apr-13	1370.00		0.74%	
1360.00			(d) Interment - adult - New single grave or anything less than maximum	1-Apr-13	1370.00		0.74%	

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			available depth of 11 ft (Margate only)					
150.00		Included above	(e) Interment - child under 12 years 5 ft grave	1-Apr-10	150.00		0.00%	
760.00			(f) Interment - adult - general grave [NOTE: only available at Ramsgate Cemetery] Per interment	1-Apr-13	770.00		1.32%	
120.00			(h) Cremated remains - per interment	1-Apr-11	125.00		4.17%	
At cost + 30% + VAT			(i) Exhumation		At cost + 30% + VAT			
390.00			(j) Miscellaneous charges Additional charge for interment at weekends or public holidays [NOTE : per 3 hours, minimum charge is for 3 hours]	1-Apr-13	400.00		2.56%	
260.00			Additional charge for interment at less than 3 working days' notice	1-Apr-12	270.00		3.85%	
60.00			Late funerals - each 15 minutes delay	1-Apr-12	60.00		0.00%	
20.00			Search fee	1-Apr-12	20.00	*	0.00%	
110.00			(k) Memorial Fees (1) Right to erect headstone Max 3'6" high, 3' wide, 1'6" depth. Min 2' high, 1'6" wide, 2" depth	1-Apr-13	115.00		4.55%	6,600
110.00		6,100	(2) Right to erect kerb	1-Apr-13	115.00		4.55%	
30.00		4,000	(3) Right to erect vase - 8" high by 7" square (any size in excess classed as headstone)	1-Apr-13	30.00		0.00%	
30.00		1,320	(4) Additional inscriptions	1-Apr-13	30.00		0.00%	1,400
10.00		1,000	(l) Number stones	1-Apr-11	10.00			600
10.00		600						
350.00		300	(n) Memorial Bench Plaque (when available) - Lease of space for 5 years	1-Apr-12	360.00		2.86%	
			REFUSE COLLECTION					
			BULKY WASTE COLLECTIONS					
25.00		17,500	Minimum charge including collection of up to 3 items or up to 10 black sacks of household waste		25.00			17,500
35.00			Up to 5 items or up to 15 black sacks of household waste		35.00			
25.00		2,500	Fridge Freezers		25.00			2,500
27.50			Three piece suite/ large furniture item		27.50			
			All collections made on a number of items basis, no discounts offered for half or full loads.					
			All collections priced as to be made from the ground floor at the front of property.					
15.00			Rear of property or from within the property collections will be provided at additional cost - maximum 3 items.	1-Apr-13	15.00			
5.00			Additional items @ £5 each	1-Apr-13	5.00			
			GREEN GARDEN WASTE COLLECTION					
27.50		20,000	(a) Hire charge for wheeled bin: One-off charge for wheeled bin (non-refundable)	1-Apr-10	27.50		0.00%	20,000
		165,000	(b) Collection charges					220,000

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
-								
35.00			i) Join before 31 March 2012 - for collections until end March 2013	1-Apr-10	-			
30.00			ii) Join April/May/June - for collections until end March 2014	1-Apr-10	35.00		0.00%	
25.00			iii) Join July/Aug/Sept - for collections until end March 2014	1-Apr-10	30.00		0.00%	
20.00			iv) Join Oct/Nov/Dec - for collections until end March 2014	1-Apr-10	25.00		0.00%	
			v) Join Jan/Feb/Mar - for collections until end March 2014	1-Apr-10	20.00		0.00%	
4.20		13,650	ALLOTMENTS					
26.00			Per perch (25sq metres), per annum (Payable on 1st October)	1-Apr-13	4.28		1.90%	13,650
			Minimum charge per plot	1-Apr-13	26.52		2.00%	
		3,950	From 2008/9 a water charge is proposed based upon previous years water charges					1,960
			LITTERING					
80.00		4,200	Of public places	1-Apr-07	80.00		0.00%	4,200
60.00			Early Payment (Within 7 days)	1-Apr-07	60.00		0.00%	
			GRAFFITI					
75.00		0	Of public places	1-Apr-11	75.00		0.00%	
50.00		0	Early Payment (Within 10 days)	1-Apr-11	50.00		0.00%	
			BROADSTAIRS HARBOUR					
			(1) COMMERCIAL VESSELS					
			(a) Consent to lay moorings per annum or part thereof					
140.00	*		Annual	1-Apr-13	140.00	*	0.00%	
100.00	*		Summer (April to September inclusive)	1-Apr-10	100.00	*	0.00%	
65.00	*		Winter (October to March inclusive)	1-Apr-10	65.00	*	0.00%	
3.10	*		(b) Harbour charges - per metre per week or part thereof	1-Apr-10	3.10	*	0.00%	
			(2) PLEASURE VESSELS - permanent					
			(a) Consent to lay moorings per annum or part thereof					
140.00	*	1,460	Annual	1-Apr-11	140.00	*	0.00%	1,520
105.00	*		Summer (April to September inclusive)	1-Apr-11	105.00	*	0.00%	
70.00	*		Winter (October to March inclusive)	1-Apr-11	70.00	*	0.00%	
			(b) Harbour charges					
160.00	*	1,660	Annual	1-Apr-11	160.00	*	0.00%	1,750
130.00	*		Summer (April to September inclusive)	1-Apr-11	130.00	*	0.00%	
85.00	*		Winter (October to March inclusive)	1-Apr-11	85.00	*	0.00%	
			(3) PLEASURE VESSELS - visiting					
15.00	*		Harbour charges - per day	1-Apr-11	Discontinue	*		
			(4) LAUNCHING FEE					
9.00	*		(a) per launch	1-Apr-10	Discontinue	*		
525.00	*		(b) block bookings - yearly permits (Angling Club)	1-Apr-10	As Above	*		
		39,220	(5) CAR PARK					39,220
			1 November - 31 March					
			Up to 1 hour					
			Up to 2 hours					
			Up to 3 hours					
0.50			Over 3 hours and up to 15 hours (until 10pm)					
2.50			Per hour up to 4 hours	1-Apr-13	0.60			
			Over 4 hours (until 10.00pm)	1-Apr-13	3.00			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			1 April - 31st October					
			Up to 1 hour					
			Up to 2 hours					
			Up to 4 hours					
			Over 4 hours and up to 15 hours (until 10pm)					
1.50			Per hour up to 4 hours	1-Apr-13	1.80			
7.50			Over 4 hours (until 10.00pm)	1-Apr-13	9.00			
101.00	*	4,220	Parking permit (Moorings & Stallholders only)	1-Apr-13	103.00	*		4,220
540.00	*		Residents permits - Annual	1-Apr-12	550.00	*		
		300	(6) SAND REMOVAL					150
			Only by prior arrangement with Broadstairs Harbour Office					
21.00	*		Per tonne or part thereof	1-Apr-13	25.00	*		
21.00	*		Minimum charge	1-Apr-13	25.00	*		
			(7) INTEREST					
			Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days					
			MARGATE HARBOUR					
			(1) COMMERCIAL VESSELS					
		870	(a) Consent to lay moorings per annum or part thereof					120
140.00	*		Annual	1-Apr-13	140.00	*		
100.00	*		Summer (April to September inclusive)	1-Apr-10	100.00	*		
32.00	*		Winter (October to March inclusive)	1-Apr-13	65.00	*		
3.10	*	910	(b) Harbour charges - per metre per week or part thereof	1-Apr-10	3.10	*		1,450
			(2) PLEASURE VESSELS - permanent					
		840	(a) Consent to lay moorings per annum or part thereof					1,280
140.00	*		Annual	1-Apr-11	140.00	*		
105.00	*		Summer (April to September inclusive)	1-Apr-11	105.00	*		
70.00	*		Winter (October to March inclusive)	1-Apr-11	70.00	*		
		830	(b) Harbour charges					1,460
160.00	*		Annual	1-Apr-11	160.00	*		
130.00	*		Summer (April to September inclusive)	1-Apr-11	130.00	*		
85.00	*		Winter (October to March inclusive)	1-Apr-11	85.00	*		
			(3) PLEASURE VESSELS - visiting					
15.00	*		Harbour charges - per day	1-Apr-10	Discontinue	*		
			(4) LAUNCHING FEE - per launch					
9.00	*		block bookings - yearly permits (Angling Club)	1-Apr-10	Discontinue	*		
525.00					Discontinue			
			(5) INTEREST					
			Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days					
			RAMSGATE HARBOUR - LEISURE					
			(1) PERMANENT BERTHS					
			Vessel Lengths - fractions of a metre of 0.5 and above are rounded up.					
			Signed Vessel Mooring Licence required.					
			(a) Inner Marina					
263.40	*	386,990	Annual - per metre	1-Apr-13	268.67	*	2.0%	395,000

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
258.12		129,790	2% Discount if paid in full before 1st May		263.28		2.0%	77,850
207.70	*	14,060	5% Discount for vessels over 20 metres who pay in full before 1st May Summer (April to September inclusive) - per metre - incl car park only** **Minimum 4 months or visitor rate applies.	1-Apr-13	211.85	*	2.0%	10,000
118.10	*	19,470	Winter (October to March inclusive) - per metre - incl car park only** **Minimum 4 months or visitor rate applies.	1-Apr-13	120.46	*	2.0%	28,000
1453.70	*	14,060	Boats under 7 metres - per annum (Limited Berth allocation) - non-refundable- [existing customers only]	1-Apr-13	1599.07	*	10.0%	11,200
289.40	*	108,170	(b) Western Outer Marina (1) Annual - per metre - Minimum 9 months - Summer and Winter Rates do not apply.	1-Apr-13	295.19	*	2.0%	94,320
30884.00	*	30,880	2% Discount if paid in full before 1st May (2) Customs berth - Outer Western Marina		289.28		2.0%	38,660
			(c) Ancillary Services (1) Electricity - Inner Marina - subject to availability		31501.68		2.0%	31,500
100.00			Metered supplies					
100.00			Metered Lead - Refundable Deposit	1-Apr-12	100.00		0.0%	
28.60	*	21,410	Additional surcharge if lead is not returned	1-Apr-12	100.00		0.0%	500
per market	*	17,600	Standing charge per quarter	1-Apr-13	29.17		2.0%	18,890
			Charge per kWh - subject to electricity market check with MATT for rate			*		15,500
6.39	*		Ad hoc use by those not paying for electricity in other ways - subject to market					
32.40	*		Per day or part thereof	1-Apr-13	6.65	*	4.1%	120
12.10	*	540	Per week	1-Apr-13	33.70	*	4.0%	
			(2) Fobs - each	1-Apr-13	12.50	*	3.3%	560
			(3) Fuel Transfer Charge - all vessels - 24 hour notice and Harbour Master approval required					
42.60		580	(4) Permission to bring tanker onto Harbour property (VAT exempt) - Per Vessel per Bunkering - 24 notice and Harbour Master approval required	1-Apr-13	43.45		2.0%	100
66.60	*	55,550	(d) Outer Harbour - RSBOA Members Leisure Boats Only Boats up to 8 metres - per month or part thereof - minimum 3 months	1-Apr-13	67.93	*	2.0%	56,000
1479.63	*	1,480	Ramsgate Small Boat Owners Association - Annual Water Space Fee	1-Apr-13	1509.22	*	2.0%	1,510
40776.32	*	40,780	Ramsgate Small Boat Owners Association - Additional Finger Moorings		41591.85	*	2.0%	41,600
27.00	*	0	(e) Additional fee to change billing method at request of customer	1-Apr-13	23.50	*	-13.0%	
23.10			Insurance reminder charge for second and subsequent written request to see permanent berth holders third party insurance		23.50	*	1.7%	
		50	(2) INNER BASIN AND OUTER HARBOUR SLIPWAYS					50
			Boats irrespective of length (maximum weight 5 tonnes)					
35.67	*		Non - Harbour users - per day per use	1-Apr-13	36.38	*	2.0%	
22.67	*		Harbour users - per day per use	1-Apr-13	23.12	*	2.0%	
		247,680	(3) VISITING PLEASURE CRAFT (1) Summer (April to September) including electricity (one lead only) per Metre of boat length per:-					247,680
2.90	*		24 Hours or part thereof	1-Apr-13	2.96	*	2.0%	
16.70	*		Week - part weeks at daily rate	1-Apr-13	17.03	*	2.0%	
58.30	*		28 Days - part 28 days on weekly / daily rates	1-Apr-13	59.47	*	2.0%	
2.40			Winter (October to March) including electricity per Metre of boat length per:-					
14.10	*		24 Hours or part thereof	1-Apr-13	2.45	*	2.0%	
44.00	*		Week - part weeks at daily rate	1-Apr-13	14.38	*	2.0%	
	*		28 Days - part 28 days on weekly / daily rates	1-Apr-13	44.88	*	2.0%	
No Charge			Stays Less Than 4 Hours - 50% of daily rate					
			(2) Refuelling Only - No Charge - max stay 2 hours					
			(3) Block Bookings- visiting craft only - 5 or more boats paying one sum on daily rate only - 10% discount					
			(4) Training Vessels and Registered Charities - pay 75% of the Daily rate					
			(5) Multi hulled vessels 50% surcharge if using finger moorings only					
23.10	*		(6) Additional Fee for visiting craft leaving Harbour without paying charges in full	1-Apr-13	23.50	*	1.7%	
			RAMSGATE HARBOUR - FACILITIES					

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
		101,920	(1) BOAT LIFTING CHARGES					91,800
			(a) Boat Hoist max 40 tonnes, max beam 5.3m, over 20m length subject to approval					
			Charges per metre of boat length or part thereof :-					
20.50	*		Lift Out - Wash - Transport to Boat Park	1-Apr-13	20.91	*	2.0%	
16.00	*		Relaunch or lift onto trailer	1-Apr-13	16.32	*	2.0%	
13.30	*		Lift Out, Wash, Return to water - one hour limit	1-Apr-13	13.57	*	2.0%	
8.90	*		Blocking off	1-Apr-13	9.08	*	2.0%	
7.00	*		Hold in slings - per 30 minutes or part thereof (subject to availability)	1-Apr-13	7.14	*	2.0%	
8.20	*		Move vessel in park area	1-Apr-13	8.36	*	2.0%	
70.66	*		Lift to clear fouled propeller(s) only - max 10 minutes - per lift	1-Apr-13	72.07	*	2.0%	
			(b) Boom Crane Lifting max 1 tonne					
11.00	*		Mast Stepping and unstepping - per metre of boat length	1-Apr-13	11.22	*	2.0%	
71.30	*		Engine Lift - per engine	1-Apr-13	72.73	*	2.0%	
			(c) Other Services					
51.00	*		Moving boat to/from marina berth from/to boat lift area	1-Apr-13	52.02	*	2.0%	
			Above charges apply to job commencing 08.00-16.30 Mon -Fri, 08.00-12.00 Sat, except bank					
42.60			(d) Permission to bring crane not provided by Authority onto Harbour property (VAT exempt)	1-Apr-13	43.45		2.0%	
		79,790	(2) BOAT PARKING - Per metre per week or part thereof					75,000
6.30	*		(a) Boat Park - Non-Resident Boat Owners	1-Apr-12	6.43	*	2.0%	
2.40	*		(b) Boat Park - Resident Boat Owners (including Broadstairs and Margate - max 6 weeks)	1-Apr-12	2.45	*	2.0%	
			(c) Temporary Hard Standing - Commercial Quay - MAX 14 Days - then 50% surcharge					
6.30	*		Non-Resident Boat Owners	1-Apr-12	6.43	*	2.0%	
2.40	*		Resident Boat Owners (including Broadstairs and Margate - max 6 weeks)	1-Apr-12	2.45	*	2.0%	
3.00	*		(d) Under Cover Storage - subject to availability - per square metre per week or part thereof	1-Apr-12	3.06	*	2.0%	
			Minimum 10 square meters charge					
60.50	*		(e) Charge for cleaning boat park if left untidy - per man hour	1-Apr-12	61.71	*	2.0%	
8.20	*		(3) BOAT TRAILER or CRADLE STORAGE - subject to availability - per trailer per week or part thereof	1-Apr-12	8.36	*	2.0%	
			(4) HIRE OF FORKLIFT AND OPERATOR					3,500
			(a) Hire of Forklift and Operator					
			(i) Under 2.5 tonne					
64.20	*		first half hour or part thereof	1-Apr-12	65.48	*	2.0%	
32.00	*		per additional half hour or part thereof	1-Apr-12	32.64	*	2.0%	
			(ii) 6 tonne					
72.85			first half hour or part thereof	1-Apr-13	74.31	*	2.0%	
36.40			per additional half hour or part thereof	1-Apr-13	37.13	*	2.0%	
			(iii) 10 Tonne					
81.50	*		first half hour or part thereof	1-Apr-12	83.13	*	2.0%	
40.80	*		per additional half hour or part thereof	1-Apr-12	41.62	*	2.0%	
64.20	*		(b) Hire of Forklift under 2.5 Tonne - per tonne or part thereof	1-Apr-12	65.48	*	2.0%	
			(c) Hire of Cherry Picker					
78.00	*		first half hour or part thereof	1-Apr-13	79.56	*	2.0%	
36.40	*		per additional half hour or part thereof	1-Apr-13	37.13	*	2.0%	
364.00	*		7 hour day rate	1-Apr-13	371.28	*	2.0%	
			(d) Hire of Tugmaster / Maffi Truck					
			Tugmaster	1-Apr-13		*		
81.50			first half hour or part thereof	1-Apr-13	83.13	*	2.0%	
40.80			per additional half hour or part thereof	1-Apr-13	41.62	*	2.0%	
54.00			Maffi Truck - per 24 hours	1-Apr-13	55.08	*	2.0%	
			(5) MARINA PUMP OUT FACILITY					
5.40			Per use subject to availability	1-Apr-13	5.50	*	1.9%	
			RAMSGATE HARBOUR - COMMERCIAL (OUTER HARBOUR DUES)					
			These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.					

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			VAT - Ships of 15 tons and over are zero rated (excluding ships used for recreation or pleasure)					
			N.B. Vessels paying following rates and entering Inner Basin Marina will be charged full Marina visitor's rate, except for stress of weather and seven days in any one year for repairs.					
1.04	*		(1) COMMERCIAL VESSELS - Undertaking Cargo Operations or Lay By For all commercial vessels other than those mentioned hereunder per gross registered tonne per entry. An entry shall permit a maximum stay of four days, after which further entry dues become payable every four days.	1-Apr-13	1.06	*	2.0%	10,000
6.00	*		(2) COMMERCIAL VESSELS - Non-Resident Commercial Fishing Boats Per metre of length overall per 24 hours or part thereof - now including Port Controls and Navigation Aids	1-Apr-13	6.12	*	2.0%	
		21,420	(3) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational Including Navigation Aids and port Control					21,420
5.00		141,500	Per metre of length overall per 24 hours or part thereof	1-Apr-13	5.10		2.0%	141,500
25.00		25,710	Per metre of length overall per 7 days	1-Apr-13	25.50		2.0%	25,710
			Annual Charges per Port Tariff					
350.42			WORKBOATS - Resident in the port - Operational and non operational Per metre of length overall per annum (excludes Port Control and Navigation Aids)	1-Apr-13	357.43		2.0%	
18.88			Port Control and Navigation Aids per arrival subject to maximum charge	1-Apr-13	19.26		2.0%	
6900.00			Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata	1-Apr-13	7038.00		2.0%	
			(4) COMMERCIAL FISHING BOATS - Resident at least 6 months (Operational or Non-Operational) Vessels of 6 metres in length and over					
3.72	*	48,910	Per metre of length overall per week or part thereof - plus 10% fish landing dues	1-Apr-13	3.79	*	2.0%	40,000
3.72	*	4,180	Vessels under 6 metres in length Per metre of length overall per week or part thereof - no fish landing dues	1-Apr-13	3.79	*	2.0%	4,500
181.50	*	28,300	(5) ANGLING BOATS Licensed To Ply For Hire Per metre of overall length per annum (at least 6 months resident)	1-Apr-13	185.13	*	2.0%	28,300
			(6) WHARFAGE, CARGO HANDLING and STORAGE					
			(7) CONTAINER STORAGE - conditions apply - subject to availability Harbour Users - per container per week or part thereof - minimum 2 weeks - no services					
26.00	*	19,650	In 20ft Containers	1-Apr-13	26.52	*	2.0%	19,650
40.20	*		In 40ft Containers	1-Apr-13	41.00	*	2.0%	
42.20			(8) FUEL TRANSFER CHARGE - All Vessels Permission to bring tanker onto Harbour	1-Apr-13	43.04		2.0%	
2.00		480	(9) FRESH WATER - per Tonne There is a minimum charge of £30 for water, over this will be charged at the tonnage rate	1-Apr-13	3.00		50.0%	500
			(10) CONTAINERS ON PONTOONS Charge for containers left on pontoons - per container per day	1-Apr-13	6.57	*	2.0%	
23.80			(11) Tradesmen working in Harbour Area - Annual Permit to Work Licence for non-resident tradesmen to work in harbour - subject to Insurance and Harbour Master approval	1-Apr-13	24.28		2.0%	
			(12) Land hire within Royal Harbour per square metre, per week or part thereof					
			RAMSGATE HARBOUR - CAR PARKING / MISCELLANEOUS					
		26,520	(1) CAR PARKING - PIER YARD AND MILITARY ROAD PAY & DISPLAY (a) Summer Rates (April to September):					26,250
2.00	*	27,050	Up to 1 hour	1-Apr-12	2.00	*	0.0%	27,050
4.90	*		Up to 4 hours	1-Apr-12	4.90	*	0.0%	

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
6.40	*		Up to 8 hours	1-Apr-12	6.40	*	0.0%	
8.10	*		Up to 12 hours	1-Apr-12	8.10	*	0.0%	
14.20	*		Up to 24 hours	1-Apr-12	14.20	*	0.0%	
			(b) Winter Rates (October to March)					
1.00	*		Up to 1 hour	1-Apr-07	1.00	*	0.0%	
3.00	*		Up to 4 hours	1-Apr-12	3.00	*	0.0%	
4.00	*		Up to 8 hours	1-Apr-12	4.00	*	0.0%	
4.90	*		Up to 12 hours	1-Apr-12	4.90	*	0.0%	
8.90	*		Up to 24 hours	1-Apr-12	8.90	*	0.0%	
998.40	*	8,850	(c) Residents Parking in Pier Yard per annum	1-Apr-12	998.40	*	0.0%	8,850
			(2) CAR PARKING PERMITS					
5.40	*		Daily	1-Apr-13	5.50	*	1.9%	
9.95	*		Weekend	1-Apr-13	10.20	*	2.5%	
16.45	*		Monday to Friday	1-Apr-13	16.80	*	2.1%	
16.45	*		Friday to Monday	1-Apr-13	16.80	*	2.1%	
23.80	*		Weekly (7days)	1-Apr-13	24.30	*	2.1%	
45.40	*		Monthly (28 days)	1-Apr-13	46.30	*	2.0%	
123.60	*	34,320	Annual - per space per annum - not refundable - max.continual use without approval 2 weeks (Harbour users)	1-Apr-13	126.00	*	1.9%	34,320
123.60	*	16,890	Annual - per space per annum - not refundable - max.continual use without approval 2 weeks (Commercial)	1-Apr-13	126.00	*	1.9%	16,890
			Crew parking (within Leopold Street Multi Storey Car Park)		200.00			
			Administration charge for replacing lost permits	New	20.00		New	1,200
17.20	*		(3) COACH PARKING - subject to availability - empty coaches only (no drop off facility) Per 24 hours or part thereof	1-Apr-13	17.50	*	1.7%	
			(4) INTEREST The Council reserves the right to charge interest at 2% above NatWest plc base rate from the date of billing on any invoices outstanding over 30 days					
			PORT OF RAMSGATE					
			These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.					
			(1) VESSELS					
			(a) Berthing Fees					
0.05			Conservancy* - Conventional Ro-Ro Vessels per arrival per tonne (1969 Rules GT)	1-Apr-12	0.05		2.0%	
103.75			VTS / Navigation Aids* - per arrival	1-Apr-13	105.83		2.0%	
78.90		0	Tug subsidy per berthing vessels over 80m LOA	1-Apr-13	80.48		2.0%	
0.87		8,870	Other Vessels (Not Conventional Ro-Ro) including VTS and Port Control per arrival per Tonne GT per 24 hours	1-Apr-13	0.89		2.0%	9,000
216.30			(b) Berth - unscheduled layover - per 24 hours or part thereof after 4 hours	1-Apr-13	220.63		2.0%	
			(c) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational Including Port Control and Navigation Aids					
5.00			Per metre of length overall per 24 hours or part thereof	1-Apr-13	5.10		2.0%	
25.00			Per metre of length overall per 7 days	1-Apr-13	25.50		2.0%	
		37,080	Tug Boats - London Array					37,080
			(d) WORKBOATS - Resident in the port - Operational and non operational					
350.42			Per metre of length overall per annum (excludes Port Control and Navigation Aids)	1-Apr-13	357.43		2.0%	
18.88			Port Control and Navigation Aids per arrival subject to maximum charge	1-Apr-13	19.26		2.0%	
6900.00			Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata	1-Apr-13	7038.00		2.0%	
			(e) Pilotage - see Ramsgate Harbour pilotage tariff	1-Apr-13				
38.70			(i) Vessels piloted to Ferry Terminal (per metre draft)		39.47		2.0%	
38.70			(ii) Vessels piloted to Royal Harbour (per metre draft)		39.47		2.0%	
0.95			(iii) Additional charge for length: per metre over 20 metres length		0.97		2.0%	
19.35			(iv) Vessels proceeding to anchor for operational reasons - 50% of appropriate pilotage rate		19.74		2.0%	
19.35			(v) Vessels shifting berths within the Port - 50% of appropriate pilotage rate		19.74		2.0%	
49.10			(vi) Charges for cancellation of Pilotage requirement if less than 3 hours notice given		50.08		2.0%	
			(vii) Waiting time					
No charge			under 30 mins					
19.83			30 mins to 1 hour		20.23		2.0%	
19.83			After 1 hour (per hour or part thereof)		20.23		2.0%	

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
61.46			(viii) Additional charge for handling vessels using tugs		62.69		2.0%	
61.46			(ix) Charge for issuing of Exemption Certificate		62.69		2.0%	
175.60			(x) Charge for Pilotage Certificate Examination		179.11		2.0%	
22.69			(xi) Charge to be made for vessels navigating with a Master or Mate holding a Ramsgate Exemption Certificate		23.14		2.0%	
230.82			(xii) Charge to be made for vessels navigating with a pilot: - vessels 20m to 75m		235.44		2.0%	
270.45			- vessels 100m to 120m		275.86		2.0%	
342.24			- vessels 120m to 150m		349.08		2.0%	
396.65			- vessels 150m to 175m		404.58		2.0%	
			(xiii) Additional Pilotage surcharge: Vessels under 80 metres in length, but over all 20 metres in length, not taking a pilot berthing and unberthing within Port of Ramsgate, will be charged 30% of pilotage fee for vessel of their size					
108.15			(f) Mooring - subject to prior arrangement	1-Apr-13	110.31		2.0%	
62.70			(g) Waste disposal - standard charge per vessel arrival- Vessels up to 500 GT Vessels over 500 GT	1-Apr-13	63.95		2.0%	
			(2) TRAFFIC					
1.56			(a) Freight Drivers* - per unit	1-Apr-13	1.59		2.0%	
1.56			(b) Additional Freight Passengers* - per unit	1-Apr-13	1.59		2.0%	
7.80			(c) Accompanied Freight* - per unit	1-Apr-13	7.96		2.0%	
4.78			(d) Unaccompanied Freight* - per unit	1-Apr-13	4.88		2.0%	
1.45			(e) Trade Cars - per unit	1-Apr-13	1.48		2.0%	
1.56			(f) Passengers - per unit	1-Apr-13	1.59		2.0%	
3.53			(g) Cars, Light Vehicles, Caravans & Trailers - seating capacity 10 or less - accompanied - per unit	1-Apr-13	3.60		2.0%	
23.40			(h) Coaches - vehicles with seating capacity over 10	1-Apr-13	23.87		2.0%	
			(3) OTHER CHARGES - subject to availability					
		49,990	(a) Tug Stand-by or Assistance per first hour or part thereof	1-Apr-13	893.52		2.0%	
876.00			subsequent hours or part thereof	1-Apr-13	446.76		2.0%	
438.00		32,890	(b) Water - per tonne (metered) There is a minimum charge of £30 for water, over this will be charged at the tonnage rate	1-Apr-13	3.00		50.0%	33,000
2.00			(c) Hire of Security Operative (including re detainees) - per man hour or part thereof	1-Apr-13	30.00			
23.40	*		(d) Hire of Forklift and Operator (i) Under 2.5 Tonne first half hour or part thereof	1-Apr-13	23.87		2.0%	
53.50			per additional half hour or part thereof	1-Apr-13	54.57		2.0%	
26.67			(ii) 6 tonne first half hour or part thereof	1-Apr-13	27.20		2.0%	
60.71			per additional half hour or part thereof	1-Apr-13	61.92		2.0%	
30.33			(ii) 10 Tonne first half hour or part thereof	1-Apr-13	30.94		2.0%	
67.92			per additional half hour or part thereof	1-Apr-13	69.28		2.0%	
34.00			(e) Hire of Forklift* under 2.5 Tonne - per hour or part thereof	1-Apr-13	34.68		2.0%	
53.50			(f) Hire of Cherry Picker first half hour or part thereof	1-Apr-13	54.57		2.0%	
65.00			per additional half hour or part thereof	1-Apr-13	66.30		2.0%	
30.33			7 hour day rate	1-Apr-13	30.94		2.0%	
303.33			(g) Hire of Tugmaster / Maffi Truck Tugmaster first half hour or part thereof	1-Apr-13	309.40		2.0%	
67.92			per additional half hour or part thereof	1-Apr-13	69.28		2.0%	
34.00			Maffi Truck - per 24 hours	1-Apr-13	34.68		2.0%	
45.00			(h) Hire of Terminal Tractor* - per hour or part thereof	1-Apr-13	45.90		2.0%	
60.10			(i) Port Technician - per hour or part thereof	1-Apr-13	61.30		2.0%	
37.85			Note; * Special agreements apply	1-Apr-13	38.61		2.0%	

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			(4) DEMURRAGE - vehicles using ferry services - over 6 metres (under 6 metres half price)					
12.50	*		(a) Accompanied Freight - per 24 hours or part thereof	1-Apr-12	12.75	*	2.0%	
25.00	*		Days 1 - 7	1-Apr-12	25.50	*	2.0%	
			Days 8 and over					
12.50	*		(b) Unaccompanied Freight - per 24 hours or part thereof	1-Apr-12	12.75	*	2.0%	
25.00	*		Days 1 - 7	1-Apr-12	25.50	*	2.0%	
			Days 8 and over					
15.00	*		(5) TRUCK AND/OR TRAILER PARKING - subject to availability					
15.00	*		Per 24 hours or part thereof	1-Apr-13	15.00	*	2.0%	
		11,440	Within passenger restricted area at the Port - 24 hours or part thereof		16.00	*		12,100
17.20	*		(6) COACH PARKING - subject to availability - empty coaches only (no drop off facility)	1-Apr-13	17.54	*	2.0%	
			Per 24 hours or part thereof					
5.40	*		(7) CAR PARKING	1-Apr-13	5.50	*	1.9%	
153.00	*	5,580	Daily	1-Apr-13	156.00	*	2.0%	6,000
			Annual Permit - Port only (Pro rata)					
			(8) LAND HIRE WITHIN SECURE PORT AREA					
			per square metre, per week or part thereof		2.02		New	
			PROPERTY SERVICES					20,000
			New Lettings					
			Rental value less than £4,000 per annum	new	100.00			
			Rental value between £4,001 and £7,000 per annum	new	250.00			
			Rental value between £7,001 and £10,000 per annum	new	350.00			
			Rental value over £10,001 per annum	new	500.00			
			New Licences/TAWs - depending on status of the organisation					
			Minimum	new	50.00			
			Maximum	new	100.00			
			Statutory bodies: granting of wayleaves/easements/licences etc - depending on the complexity of the agreement					
			Minimum	new	250.00			
			Maximum	new	1000.00			
			Access arrangements over Council owned land - depending on status and requirements per week from	new	25.00			
			Fees for Disposals					
			Minimum	new	500.00			
			5% of disposal prices capped at £5,000					
			Hourly Rates					
			Property Manager	new	90.00			
			Qualified Valuer/Building Surveyor	new	70.00			
			OTHER FINANCE CHARGES					
160.00		0	(1) House Purchase Advances	1-Apr-12	163.00		1.88%	0
			Redemption fee (Early redemption)					
1.50%			Surcharge for Credit Card Payments		1.50%		NEW	
			As a percentage of transaction					

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
		394,500	Council Tax					444,500
50.00			Summons	1-Apr-11	50.00		0.00%	
50.00			Liability Order	1-Apr-11	50.00		0.00%	
		29,700	Business Rates					29,700
50.00			Summons	1-Apr-11	50.00		} 0.00%	
50.00			Liability Order	1-Apr-11	50.00			
			Payment of Housing Benefit					
10.00		0	Replacement of lost payment card	1-Apr-09	10.00		0.00%	0
25.00		100	Replacement of landlord payment schedule - single financial year	1-Apr-09	25.00		0.00%	100
50.00		100	Replacement of landlord payment schedule - multiple financial years	1-Apr-09	50.00		0.00%	100
			Assessment of Housing Benefit					
10.00		30	Request for Housing Benefit file outside of Freedom of information request		10.00		0.00%	30
			Radar Keys					
3.50			Purchase of Radar Keys		3.50		0.00%	
			CHARGES FOR HIRING HOUSING COMMUNITY HALLS					
			Note - Commercial and Weekend lettings by negotiation but not less than charges shown below					
			Committee meetings of local registered charities					
			Hours on Saturdays, Sundays & Bank Holidays					
			BRUNSWICK HALL, RAMSGATE					
43.70		2,680	Minimum charge for up to three hours	1-Apr-12	46.00		5.26%	2,680
14.45			Each additional hour or part thereof	1-Apr-12	15.00		3.81%	
24.70			Playschools (per half day session)	1-Apr-12	26.00		5.26%	
		8,000	MILLMEAD HALL					8,000
25.75			Hire of Main Hall -Minimum charge for up to two hours*		26.50		2.91%	
12.50			Each additional hour or part there after		13.00		4.00%	
15.50			Hire of Smaller Room -Minimum charge for up to two hours	1-Apr-13	16.00		3.23%	
7.25			Each additional hour or part there after	1-Apr-13	7.50		3.45%	
31.00			Hire of both Main Hall & Smaller Room - Minimum charge for up to 2 hours*	1-Apr-13	32.50		4.84%	
14.50			Each additional hour or part there after	1-Apr-13	15.00		3.45%	
			Schools (per half day session)					
			* included in the hire cost of the Main Hall will be: tables, chairs,access to stage area,toilets and kitchen					
FREE			Local Authority Tenants and Residents Associations					

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			Use of Halls for meetings & fund raising					
			Note; for Weekend and Bank Holiday hire add 50%					
			OTHER HOUSING CHARGES					
			Leasehold Flats (Right to Buy)					
97.00		8,000	(a) Notice of Assignment (including notice of mortgage if submitted at the same time)	1-Apr-13	100.00		3.09%	8,000
62.50			(b) Notice of Mortgage (where submitted separately to the notice of assignment)	1-Apr-13	65.00		4.00%	
125.00			(c) Solicitors and Leaseholders enquiries (per enquiry letter answered and excluding the leaseholder's annual statement)	1-Apr-13	130.00		4.00%	
80.00			(d) Sub-letting fee	1-Apr-13	125.00		56.25%	
148.00			(e) Leasehold Management Fee -		147.00		-0.68%	
34.00			(f) Fire Risk Safety Assessments	1-Apr-13	40.00		17.65%	
			Tenant Enquiries					
0.70			(b) Rent Statement per sheet	1-Apr-12	1.50		114.29%	
			Designated Housing Parking Areas for Non Tenants					
320.50		200	(a) Harbour Towers	1-Apr-13	425.00		32.61%	200
320.50			(b) Other	1-Apr-13	400.00		24.80%	
320.50			(c) St Mary's Road	1-Apr-13	400.00			
			Rent Reference	new	25.00			
			Copy of Tenancy Agreement	new	5.00			
			HOUSES IN MULTIPLE OCCUPATION (HMO) LICENCE					
817.00			(a) Houses in Multiple Occupation 2-5 Units	1-Apr-13	833.00		1.96%	
710.00			Discounted rate (accreditation)		733.00			
611.00			Licence Renewal		623.00			
504.00			Licence Renewal (accredited)		523.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
853.00		11,540	(b) Houses in Multiple Occupation 6-9 units	1-Apr-13	870.00		1.99%	1,940
746.00			Discounted Rate (accredited)		770.00			
647.00			Licence Renewal		660.00			
540.00			Licence Renewal (accredited)		560.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
918.00			(c) Houses in Multiple Occupation 10-14 Units	1-Apr-13	936.00		1.96%	
811.00			Discounted rate (accreditation)		836.00			
712.00			Licence Renewal		726.00			
605.00			Licence Renewal (accredited)		626.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
1236.00			(d) Houses in Multiple Occupation 15-19 Units		1261.00			
1129.00			Discounted rate (accreditation)		1161.00			
1030.00			Licence Renewal		1051.00			
923.00			Licence Renewal (accredited)		951.00			
201.00			Variation of Licence		205.00			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
149.00			Variation of Licence (accredited)		152.00			
1518.00			(e) Houses in Multiple Occupation 20-29 Units		1548.00			
1411.00			Discounted rate (accreditation)		1448.00			
1312.00			Licence Renewal		1338.00			
1205.00			Licence Renewal (accredited)		1238.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
1800.00			(f) Houses in Multiple Occupation 30-39 Units		1836.00			
1693.00			Discounted rate (accreditation)		1736.00			
1594.00			Licence Renewal		1626.00			
1487.00			Licence Renewal (accredited)		1526.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
2083.00			(g) Houses in Multiple Occupation 40-49 Units		2125.00			
1976.00			Discounted rate (accreditation)		2025.00			
1877.00			Licence Renewal		1915.00			
1770.00			Licence Renewal (accredited)		1815.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
2366.00			(h) Houses in Multiple Occupation 50+ Units		2413.00			
2259.00			Discounted rate (accreditation)		2313.00			
2160.00			Licence Renewal		2203.00			
2053.00			Licence Renewal (accredited)		2103.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
155.00			Change of property manager details		158.00			
103.00			Change of property manager details (accredited)		105.00			
			Selective licensing fees	1-Apr-13				
562.00			(a) Single occupied house/flat		573.00			
455.00			Accredited discount		473.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
356.00			Licence Renewal		363.00			
249.00			Licence Renewal (accredited)		263.00			
562.00			(b) Buildings containing flats		573.00			
455.00			First flat fee		473.00			
256.00			per additional flat		261.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
356.00			Licence Renewal (First Flat)		363.00			
249.00			Licence Renewal (accredited)		263.00			
50.00			per additional flat		51.00			
817.00			(c) Houses in Multiple Occupation 2-5 Units	1-Apr-13	833.00		1.96%	
710.00			Discounted rate (accreditation)		733.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
853.00			(d) Houses in Multiple Occupation 6-9 units	1-Apr-13	870.00		1.99%	
746.00			Discounted Rate (accredited)		770.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
918.00			(e) Houses in Multiple Occupation 10-14 Units	1-Apr-13	936.00		1.96%	
811.00			Discounted rate (accreditation)		836.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
1236.00			(f) Houses in Multiple Occupation 15-19 Units		1261.00			
1129.00			Discounted rate (accreditation)		1161.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
1518.00			(g) Houses in Multiple Occupation 20-29 Units		1548.00			
1411.00			Discounted rate (accreditation)		1448.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
1800.00			(h) Houses in Multiple Occupation 30-39 Units		1836.00			
1693.00			Discounted rate (accreditation)		1736.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
2083.00			(i) Houses in Multiple Occupation 40-49 Units		2125.00			
1976.00			Discounted rate (accreditation)		2025.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
2366.00			(j) Houses in Multiple Occupation 50+ Units		2413.00			
2259.00			Discounted rate (accreditation)		2313.00			
201.00			Variation of Licence		205.00			
149.00			Variation of Licence (accredited)		152.00			
155.00			Change of property manager details		158.00			
103.00			Change of property manager details (accredited)		105.00			
95.00		0	Immigration visits/inspections		97.00		2.11%	0
350.00		0	Charging for enforcement notices Fixed charge for council expenses; however, external expenditure (if applicable) will be charged at cost.		357.00		2.00%	0
			Housing Regeneration - charges for advice services					
			Full Property Inspection Service					
			Fee based on property size					
180.00			1-2 rooms		184.00			
135.00			1-2 rooms (accredited discount)		138.00			
190.00			3-4 rooms		194.00			
145.00			3-4 rooms (accredited discount)		148.00			
220.00			5-7 rooms		224.00			
165.00			5-7 rooms (accredited discount)		168.00			
250.00			8-10 rooms		255.00			
185.00			8-10 rooms (accredited discount)		189.00			
290.00			11+ rooms		296.00			
220.00			11+ rooms (accredited discount)		224.00			
			Fire Risk Assessment Property Inspections					
			Fee based on property size					
140.00			1-2 rooms		143.00			
105.00			1-2 rooms (accredited discount)		107.00			
150.00			3-4 rooms		153.00			
115.00			3-4 rooms (accredited discount)		117.00			
180.00			5-7 rooms		184.00			
135.00			5-7 rooms (accredited discount)		138.00			
215.00			8-10 rooms		219.00			

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
160.00			8-10 rooms (accredited discount)		163.00			
245.00			11+ rooms		250.00			
185.00			11+ rooms (accredited discount)		189.00			
			Property Accreditation					
125.00			Quality check inspection etc		128.00			
95.00			Quality check inspection etc (accredited discount)		97.00			
			PLANNING					
P.O.A		471,000	Fees for Applications -Town & Country Planning Act 1990		P.O.A			521,000
			Planning Approvals etc. per copy					
	*		Copies of planning documents, decisions etc. per page	1-Apr-09		*		
		24,000	Pre-application planning advice					24,000
			Major Developments					
250.00			Written Advice only	1-Apr-11	250.00	*	NEW	
500.00			Meeting and written confirmation	1-Apr-11	500.00	*	NEW	
			Minor Developments					
150.00			Written Advice only	1-Apr-11	150.00	*	NEW	
250.00			Meeting and written confirmation	1-Apr-11	250.00	*	NEW	
			Householder pre-application advise			*		
50.00			Written advice	1-Apr-13	50.00			
100.00			Meeting with written confirmation	1-Apr-13	100.00			
48.40			Research of Planning History	1-Apr-11	48.40	*		
0.10			Photocopy official document, per page	1-Apr-08	0.10	*	0.00%	
0.10			Tree Preservation Order copies per page	1-Apr-08	0.10		0.00%	
			Copy Plans					
0.10	*		A4 size per page	1-Apr-09	0.10	*	0.00%	
0.20	*		A3 size per page	1-Apr-09	0.20	*	0.00%	
37.00			A1 size per page		37.00	*	0.00%	
37.00			A0 size per page		37.00	*	0.00%	
			Local Plan					
55.00			New Local Plan	1-Apr-09	55.00		0.00%	
			BUILDING CONTROL					
25.00	*	1,000	Building Regulation Approval Notice copies	1-Apr-13		*	-100.00%	1,000
			Written request for Building Control information (not pre application advice)					
55.00	*		Per enquiry letter answered	1-Apr-13	57.00	*	3.64%	
70.00	*	3,200	Each site visit	1-Apr-13	72.00	*	2.86%	
55.00			Research of Building Regulation history (not pre application advice)	1-Apr-13	57.00		3.64%	
25.00	*		Subsequent Approval Notice copies following research	1-Apr-13	26.00	*	4.00%	
P.O.A		375,040	Building Regulation Fees					324,240
		23,000						27,000

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			MUSEUMS					
		26,400	Dickens House Museum					26,400
3.75	*		Admission - Adult	1-Apr-12	3.75	*	0.00%	
2.10	*		Admission - Child (under 16)	1-Apr-12	2.10	*	0.00%	
2.10	*		Students	1-Apr-12	2.10	*	0.00%	
10.00	*		Family Ticket - 2 Adults and 2 Children	1-Apr-12	10.00	*	0.00%	
2.00	*		Under 16s Group ticket - min 10 persons (including max 2 adults per group) - price per person	1-Apr-12	2.00	*	0.00%	
3.00	*		Over 16s/Adults Group ticket - min 10 persons- price per person	1-Apr-11	3.00	*	0.00%	
			SPORTS AND LEISURE					
1.00	*		General sports activity - per child		1.00			250
5.00	*		Headline sports activity -per child		5.00			
3.00	*		General sports activity - per adult		3.50			
5.00	*		Headline sports activity -per adult		5.50			
			MARGATE BEACH SPORTS COURT HIRE					
			Pre Booked Courts					
8.00	*	500	Volleyball court - per hour	NEW 2012-13	8.00	*		250
16.00	*		Beach soccer/full court - per hour	NEW 2012-13	16.00	*		
100.00	*		Day Hire		100.00			
5.00	*		Floodlights for any court - per hour	NEW 2012-13	5.00	*		
			Walk-on Courts					
5.00	*		Volleyball court - per hour	NEW 2012-13	5.00	*		
10.00	*		Beach soccer/full court - per hour	NEW 2012-13	10.00	*		
5.00	*		Floodlights for any court - per hour	NEW 2012-13	5.00	*		
			FORESHORE EVENTS					
			Rocky Shore Safari		2.00			
			Half day per child		2.75			
			Full day off season		4.40			
			Full day peak season		4.80			
			Minimum charge		80.00			
			School Events					
			Half day per person		3.00			
			Minimum		90.00			
			Outside of Thanet		3.25			
			Full day off season		4.00			
			Full day peak season		5.00			
			All payments to be made in advance					
			CULTURAL AND OUTSIDE EVENTS					
		2,000	Fee for booking a Council Site (per day) -					5,000
			Commercial Event	1-Apr-10				
			Registered Charity	1-Apr-10				
			Neighbourhood Projects	1-Apr-10				
			Mobile Exhibition Caravan/Trailer - public service information	1-Apr-10				
			Mobile Exhibition Caravan/Trailer - small/medium commercial	1-Apr-10				
			Mobile Exhibition Caravan/Trailer - Commercial promotions					

CHARGES 2013/2014 £	INC VAT *	ESTIMATED INCOME 2013/2014 £	DETAILS	DATE LAST CHANGED	CHARGES 2014/2015 £	INC VAT *	% CHANGE	ESTIMATED INCOME 2014/2015 £
			Standard Hire event	1-Apr-10				
			Fireworks on Council land for private/commercial event	1-Apr-10				
			Deposits (returnable when land left in good order ie litter free etc)					
			- standard event					
			- commercial event					
60.00			Charity, School or Community (excludes Boot Fairs)	1-Apr-13	60.00			
200.00			Boot Fairs	1-Apr-13	200.00			
550.00			Major Event (1000+)	1-Apr-13	550.00			
250.00			Standard Event (499-999)	1-Apr-13	250.00			
150.00			Smaill Events (less than 499)	1-Apr-13	150.00			
295.00			Fireworks	1-Apr-13	295.00			
350.00			Fairgrounds and Circuses per day	1-Apr-13	350.00			
POA			Ramsgate Harbour Hire	1-Apr-13	POA			
			Payment in advance of permissions only.					

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RESPONSES OF CABINET & COUNCIL TO RECOMMENDATIONS OF THE OVERVIEW & SCRUTINY PANEL

To: **Overview & Scrutiny Panel – 14 January 2014**

Main Portfolio Area: **All portfolios**

By: **Glenn Back, Democratic Services & Scrutiny Manager**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **This report is to let the Panel know how Cabinet/Council responded to the recommendations made by the Panel at its meetings and to invite the Panel to consider the best way forward in relation to further scrutiny of such matters.**

For decision

1.0 Introduction and Background

- 1.1 When the Panel makes recommendations to Cabinet/Council, it is felt that the outcomes of those recommendations should formally be reported back to the Panel for its information.
- 1.2 It is for that reason that the responses of Cabinet/Council to recommendations made by the Panel in relation to shared services are set out in Annex 1 to this report.
- 1.3 Although the Panel is unable to change decisions taken by Cabinet or full Council, it may wish from time to time to reflect on the effectiveness of the scrutiny processes followed to date and consider whether any changes should be made in the way it scrutinises such matters in the future.

2.0 Corporate Implications

2.1 Financial

- 2.1.1 These are dependent on whether there are any changes to the scrutiny process and how far reaching such changes are.

2.2 Legal

- 2.2.1 There are no legal implications arising directly from this report.

2.3 Corporate

- 2.3.1 This report enables a feedback to Overview and Scrutiny Panel as regards the outcome of its recommendations to Cabinet and or Council. Reviewing of scrutiny processes is good practice to strengthen the work of scrutiny.

2.4 Equity and Equalities

- 2.4.1 There are none directly arising from this report.

3.0 Recommendation

3.1 The Panel is asked note the report.

Contact Officer:	Glenn Back, Democratic Services & Scrutiny Manager
Reporting to:	Harvey Patterson, Corporate & Regulatory Services Manager (and Monitoring Officer)

Annexes

Annex 1	Cabinet/Council's decisions on Panel Recommendations
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	N/A
Legal	Harvey Patterson, Corporate & Regulatory Services Manager (and Monitoring Officer)

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
Summary of Overview and Scrutiny Panel Recommendations to Cabinet		
<p>1. At the Overview & Scrutiny Panel meeting held on 22 October 2013:</p> <p>OSP Update Report to Cabinet - EKHUFT New Clinical Strategy Proposal</p> <p>Councillor Campbell proposed, Councillor Harrison seconded and Members agreed the following:</p> <p>That the issue be brought back for discussion to the Panel once the date for the public consultation on the matter has been announced by EKHUFT to decide whether they are minded to recommend to Cabinet a collective TDC response to the public consultation on a new Clinical Strategy for East Kent, as requested by Cabinet on 10 May 2012.</p>	<p>At the Cabinet meeting on 14 November 2013:</p> <p>Councillor Johnston proposed, Councillor C. Hart seconded and Members agreed to defer making a final decision on the matter until after the Overview & Scrutiny Panel has made recommendations to Cabinet regarding the public consultation by the EKHUFT Board on the proposed Clinical Strategy for East Kent.</p>	<p>Not applicable because Cabinet had commissioned the Overview & Scrutiny Panel to look into the issue in question.</p>
<p>2. Council Referral: Interim Recommendations from the Overview & Scrutiny Panel to Cabinet - Freehold of Pleasurama Site, Ramsgate</p> <p>Councillor K. Gregory proposed, Councillor Campbell seconded and Members agreed the following:</p> <p>a) THAT the Corporate and Regulatory Services Manager requests the Leader of the Council as quickly as possible for an executive decision, authorising him to seek external legal advice;</p>	<p>a) Cabinet generally agreed that the Corporate & Regulatory Services Manager had already been given authority to source for external legal advice;</p>	<p>Not applicable as this issue is an Executive decision.</p>

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<p>b) Recommend to Cabinet that no executive decision is taken in relation to further varying the Development Agreement, but that any recommendation in that regard be made to Council for final decision.</p>	<p>b) Councillor Everitt proposed, Councillor C. Hart seconded and Members agreed to note the report.</p>	

EXCELLENT HOMES FOR ALL – KENT HOUSING PRIVATE FINANCE INITIATIVE (PFI)

To: **Overview & Scrutiny Panel – 14th January 2014**

By: **Lauren Hemsley, Strategic Housing Manager**

Classification: **Unrestricted**

Ward: **Newington**

Summary: **To approve the continuation of the project and authorise the Corporate and Regulatory Services Manager to enter into the Back to Back Agreement on behalf of Thanet District Council.**

For Decision

1.0 Introduction and Background

1.1 Members may recall from the original report considered by the then Cabinet on 4th December 2008 that the "Excellent Homes for All" (EHFA) project is the County's second Housing PFI project. The project is being procured by KCC in partnership with five District and Borough Councils. All the land to be included in the PFI belongs to Kent County Council with the exception of a site belonging to Ashford Borough Council. The project will deliver new affordable housing in Ashford, Dartford, Dover, Thanet and Tunbridge Wells. The project is for the design, build and operation of at least 220 units of new affordable housing across Kent. Specifically it will deliver:

- five extra care schemes each containing approximately 40 new apartments and community facilities
- one block of 11 apartments for vulnerable homeless people in Ashford
- one block of 9 apartments for people with mental health problems in Thanet

1.2 The Cabinet approved the following recommendations:

CD33 Private Finance Initiative Round 5: Affordable Homes

- That Cabinet approve the recommendation to progress with the procurement of the project, including a proportion of the cost of developing the project paid using commuted sums.
- The delegated authority for the Head of Community Services to sign a development agreement with KCC and other District Councils to undertake the procurement in partnership.
- A further report be put to Cabinet once the affordability position and the benefits of the project are known.

1.3 Thanet District Council will benefit from 49 units of extra care for older people and 9 units or people with mental health problems. The original project anticipated a slightly lower number of units but additions have been proposed through the planning process.

1.4 The two sites are in the Newington ward at the former Library site on Chichester Road and the former Newington Infant School site on Melbourne Avenue.

- 1.5 The local authority partners will receive 100% nomination rights to the accommodation on both sites for the duration of the 25 year contract period, and then 80% nomination rights for a further ten years. This represents a slight reduction in the rights originally discussed in 2008 but is a result of enforced savings demanded by the Department for Communities & Local Government (DCLG) and affects all partners.
- 1.6 The Outline Business Case for the project was approved by HM Treasury, the DCLG and the Homes and Communities Agency (HCA) in July 2009. This initial approval allocated £75 million PFI credits to the project, an amount which has since been reduced to £66.8 million as a result of two separate HCA and DCLG value for money reviews conducted across the whole housing PFI sector.
- 1.7 The project was advertised in the Official Journal of the European Union in 2009 and the procurement is being conducted in accordance with the Competitive Dialogue process. Six initial bids from consortia were initially shortlisted with two bidders invited to produce final tenders.
- 1.8 In the summer of 2013 a further central government review indicated the project would be given final approval but only if a further £3m of savings were identified, bringing the PFI credit total down to £63.8 million. Negotiations took place with bidders to achieve the necessary savings, including also a further reduction in certain aspects of the specification for the extra care facilities. Thanet Council officers have been closely involved in those discussions and are satisfied the reduction of certain facilities will not unduly impact on the success of the project. These specification reductions will principally affect certain aspects of the fitting out of the schemes (e.g. fewer adapted bathrooms; no conservatory, lower level of gym equipment) and so should not significantly affect the overall design of the buildings themselves.

2.0 The Current Situation

- 2.1 The Preferred Bidder letter has now been signed by the successful bidder Galliford Try in conjunction with West Kent Housing Association. This commits the bidder to progress the planning applications for the sites and allows the project to reach financial close. The HCA have agreed to extend the financial close deadline by a month to April 2014 to allow the planning applications to be considered.
- 2.2 KCC will be making the decision on the planning applications for all of the sites, which was agreed at the start of the project. TDC will be a consultee for the two Thanet sites.
- 2.3 The delivery of the extra care facilities, as well as meeting Thanet District Council objectives, will greatly support the work of KCC as it seeks to reduce its residential and nursing care costs by enabling people to live in accommodation that is designed to support their independence. With the additional site-based care facilities (restaurant, gym, communal lounge) as well as care staff, the development will achieve significant savings when compared to nursing or residential care costs; and it will promote prevention, healthy living and choice, all of which are key issues in terms of health and well-being.
- 2.4 We anticipate a number of significant benefits to the Newington community as part of the projects as the communal facilities at the extra care scheme will be open to non-residents, such as the restaurant, enabling people to join in communal activities, enjoy healthy meals and overcome issues around isolation. The scheme will offer accommodation to local older people, many of whom may well be existing tenants of the council. This will in turn free up their present homes, some of which are likely to be family units too. Depending on the value of their present home, it is also possible that current owner-occupiers could be eligible to move in to the new facility.

- 2.5 People are living longer, particularly those over 65 with recent statistics demonstrating a 40% increase between 2011 and 2021 and overall an 84% increase between 2011 and 2031 (KCC Research and Intelligence Strategy Forecasts November 2012).

3.0 Options

- 3.1 Despite the protracted procurement issues that have arisen, Thanet Council remains committed to this project because of the benefits our residents will receive from the provision of this accommodation.
- 3.2 It would still be possible to step away from the project, although this in itself could still leave us with some significant financial liability. Due to the partnership nature of the project, the whole project would almost certainly become unviable. If the council took this decision unilaterally, and the project were to come to an end we could face a significant liability, not only for the bidders costs incurred to date, but also the 'opportunity loss' costs of the other partners which could be significant. Whilst it is almost impossible to assess at this stage the full potential financial implications of such a decision, as an indication, we believe the remaining bidders have each spent in excess of one million pounds on the project bidding process (engaging architects, consultants etc.) and the feeling is they could look to recover their costs in such circumstances. There would undoubtedly be a negative reputational impact for TDC, with our project partners and in the press.

4.0 Next Steps

- 4.1 The planning applications will be submitted shortly for all of the sites and TDC will be a consultee through the planning process. The final business case must be completed and approved by central government by the extended deadline of 30th April 2014. The planning applications must have been decided by this time. Each Local Authority must also have commitment to enter into the Back to Back agreement by that date in order for the project to progress to the construction of the schemes.
- 4.2 At this stage members are asked to note the progress of the project and the below financial and legal considerations. Members are also asked to approve delegated authority to Corporate and Regulatory Services Manager in consultation with the Portfolio Holder for Housing to sign the Back to Back Agreement to share the benefits and risks of the project with Kent County Council and our other district and borough councils' partners. The Back to Back Agreement is not attached to this report because it is a very lengthy document, if members wish to see the document itself please contact the Strategic Housing Manager or Corporate and Regulatory Services Manager.

5.0 Corporate Implications

5.1 Financial and VAT

- 5.1.1 In PFI projects the public sector specifies the outputs that it requires from new facilities and sources a private sector contractor who secures bank funding to design, build and operate assets to an agreed standard. The public sector partner then pays a regular monthly payment (Unitary Charge) to the Special Purpose Vehicle (SPV) to cover those costs and has an agreement to use the assets and the services provided. The agreement includes the ability for the public sector to make payment deductions if service levels are not achieved or if any of the facilities are unavailable. The risk of maintaining the assets and ensuring service performance is retained by the private sector.
- 5.1.2 The contract for Excellent Homes for All covers the construction of the housing as well as facilities management, maintenance and the provision of housing management services (including running communal areas such as the restaurant in the extra care schemes). It does not cover care provision which will be tendered for and contracted separately.
- 5.1.3 The majority of the Unitary Charge which KCC has to pay on behalf of the partnership for EHFA is covered by PFI credits – a grant which KCC will receive from central government.

- 5.1.4 The PFI credit will be paid to KCC in the form of a Revenue Support Grant. It will be paid quarterly in arrears following services commencement. PFI credits are intended to cover the costs of building the facilities and the associated funding costs. The majority of running costs, such as energy, communal cleaning and catering are recovered by the contractor through the rents and service charges to the tenants. An equalisation reserve will be set up to address the timing differences in making the unitary charge payments and receiving the revenue support grant. This fund will be held and managed by KCC on behalf of all partners. This arrangement is outlined in the Back to Back Agreement and the management of the equalisation reserve is governed by a Project Board on which all District and Borough Council partners are represented.
- 5.1.5 The reviews resulted in the scope of the project being amended and the PFI credit being cut initially by 11% to £66.83 million. It was also made clear that KCC would also be expected to make an annual £175,000 contribution to the Unitary Charge for the duration of the 25 year contract period to cover the 'gap' as the result of this reduction in PFI credits. A clause will be inserted into the Back to Back Agreement between the local authority partners to the effect that should there be any surplus in the Project Account ('equalisation reserve') in future, owing to payment deductions for contractor's poor performance, from re-financing gains or any other reason, then this should first be used to cover the £175,000 authority contribution and, if sufficient, to reimburse KCC.
- 5.1.6 In signing the contract the private sector partner will have agreed to a set of standards to which they must perform. A payment mechanism will be in place to ensure deductions are made to the unitary charge if the performance falls below the acceptable standard set out in a detailed output specification, or if the units or some of the communal areas are unavailable for use. These deductions will increase if the performance continues to fail.
- 5.1.7 Following the contract period, the contractor retains the assets and the sites for the purpose of delivering affordable housing. Allowing the contractor to do this enables the contractor to give the Authorities a lower unitary charge for the project than if we took the assets and land back at the end of the contract period. Restrictions on land use in the leases will help ensure continued provision of much needed affordable housing.
- 5.1.8 Through the PFI Project Agreement the cost of risks that may occur in future on the project are shared between the public and private sector. The risks of this have been explored so that they are well understood, and control mechanisms are in place for managing and monitoring them. However, over the life of the contract no absolute guarantee can be given that no difficulties will arise. Appendix 3 attached deals with the Project Agreement and the key public sector risks in more detail. To date none of the risk share has been activated for the existing PFI Better Homes Active Lives.
- 5.1.9 This project demonstrates excellent value for money for Thanet District Council. We have contributed £146,000 of commuted sums to enable the procurement of the project and will benefit from nomination rights to 49 extra care units and 9 mental health units.

5.2 Legal

- 5.2.1 KCC is procuring the contract on behalf of itself and the five District Councils. KCC will therefore enter into the Project Agreement with the SPV for the provision of services over the next 25 years.
- 5.2.2 The Back to Back Agreement will be signed with the five District Councils prior to KCC signing the Project Agreement and will tie the District Councils as though they had been signatories to the main PFI contract. The relationship has been carefully negotiated to provide an agreed risk sharing arrangement and it reflects the risk sharing on Kent's previous partnership PFI project which ten District Councils and KCC were party to. Trowers and Hamlins the external legal advisors to the project, have advised the partners with regard to the Project Agreement and the Back to Back Agreement.

5.2.3 The Back to Back Agreement covers project governance, nomination rights, risk sharing and contract management requirements for the project. It operates on a number of key principles:

- If a risk occurs under the contract as a consequence of the actions of one party, that party should be responsible for the cost;
- If a risk occurs under the contract which is the result of a choice made by all of the partners or is the fault of no partner then a mechanism should be applied to share those costs. KCC would take 25% of the cost with the remainder being shared between the five District and Borough Councils primarily on the basis of the number of apartments gained from the project;
- Any decisions under the Back to Back Agreement which may result in an increase of risk or cost to any of the partners must be taken as unanimous decisions between all the partners through the Project Board (which will have one representative per partner).

5.2.4 A report outlining the key risks in the Project Agreement and their proposed treatment under the Back to Back Agreement is included at Appendix Three.

5.2.5 During the contract period the Project will be governed by a Project Board, on which partner authorities will have equal representation. Any decisions which could result in an increase in costs or risk to any of the partners must be made unanimously by the Project Board.

5.3 Corporate

5.3.1 In policy terms the project accords with the Housing Strategy 2012-2016, most notably the strategic priority of 'Enabling vulnerable people access to good quality housing and to live independently.' The PFI project is specifically referenced in the Action Plan for the Objective 3.2 to 'Enable new supported housing provision that will meet the identified needs of vulnerable groups'.

5.3.2 The project adheres to Priority 2 of the Corporate Plan by tackling disadvantage, Priority 4 with residents feeling safer in a stable and secure environment and Priority 7 with an increase in properties provided by a Housing Association which are affordable for local people.

5.3.3 The project is also in line with a number of government policies:

Laying the Foundations: A Housing Strategy for England which affirms the government's commitment to "encouraging local authorities to make provision for a wide range of housing types across all tenures, including sheltered and extra care housing for older people with support and care needs".

The Living Well At Home Report produced in 2011 by the All Party Parliamentary Group on Housing and Care finds that providing suitable places to live for older people can mean independence for far longer; prevent the need for residential care; and mean fewer accidents and hospital admissions.

Lifetime Homes, Lifetime Neighbourhoods the 2009 joint Department of Health (DOH) and DCLG report, emphasises the importance of choice and inclusive design in good quality accommodation for older people.

The HAPPI and HAPPI 2 Reports – 2009 and 2012 - HCA Guidance on accommodation for older people set out guidelines for specialist accommodation, and identify the need for a national effort to build better homes that meet older people's needs and aspirations. (The first report in particular has informed this council's own plans to refurbish eight of our sheltered housing schemes in the coming years.)

5.4 Equity and Equalities

- 5.4.1 The PFI scheme will enhance equity and equality within Thanet as it provides decent quality affordable accommodation and support for vulnerable, hard to reach groups. The scheme will be delivered by a highly regulated registered social landlord and comply with equalities related legislation.

6.0 Recommendations

That Members of the Panel recommend to Cabinet the following:

- 6.1 To continue to participate in partnership with Kent County Council and the district and borough partners in the Excellent Homes for All Private Finance Initiative Project.
- 6.2 To approve delegated authority to Corporate and Regulatory Services Manager in consultation with the Cabinet Portfolio Holder for Housing and to sign the Back to Back Agreement to share the benefits and risks of the project with Kent County Council and our District Council partners.

7.0 Decision Making Process

- 7.1.1 This is a key decision to go to Cabinet. It is a key decision because of the risk share the council will be responsible for if the risk share is activated. This would carry a financial cost to the authority.
- 7.1.2 This report seeks the views and recommendations from Overview and Scrutiny to be presented to Cabinet.

Future Meeting: Cabinet	Date: 21 st January 2014
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Contact Officer:	Lauren Hemsley, Strategic Housing Manager
Reporting to:	Madeline Homer, Director of Community Services

Annex List

Appendix 1	Distribution of proposed provision across the County
Appendix 2	Timetable to Financial Close
Appendix 3	Principles of Risk Share

Background Papers

Title	Details of where to access copy
Back to Back Legal Agreement	Contact Lauren Hemsley – Strategic Housing Manager or Harvey Patterson – Corporate & Regulatory Services Manager

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager
Communications	Hannah Thorpe, PR & Publicity Manager

Annex 1

Distribution of proposed provision across the County

Please note that the number of units is subject to planning approval.

Units	Location	Site
Extra Care sheltered housing unit for Older People		
▪ 40 units plus communal facilities	Thanet	Former Newington CPS site,
▪ 41 units plus communal facilities	Ashford	Little Hill, Tenterden
• 40 units plus communal facilities	Dover	Cornfields, Cranleigh Drive, Whitfield
• 40 units plus communal facilities	Dartford	Manorbrook, London Road, Stone, Dartford
• 40 units plus communal facilities	Tunbridge Wells	Bowles Lodge, All Saints Road, Hawkhurst
Move on accommodation		
▪ 11 unit block	Ashford	Adult Social Education Centre, Queens Road, Ashford
<u>Accommodation for people with mental health problems</u>		
• 9 unit block	Thanet	Former Newington Library site , Newington Road, Ramsgate
<u>Total: 221 new specialist apartments</u>		

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Annex 2

Timetable to Financial Close

Milestones	Date Completion	for	Completed
Submission of Exp of Interest	Oct 2007		✓
Announcement of Successful Schemes	Feb 2008		✓
Submission of OBC to DCLG & Treasury	Nov 2008		✓
Issue Prior Information Notice	May2009		✓
Bidder's conference	June 2009		✓
Decision to proceed from PRG	July 2009		✓
Issue OJEU notice	July 2009		✓
Issue PQQ	July 2009		✓
Receipt of PQQ and Evaluation	Aug 2009		✓
Issue ITPD and ISOS	Aug 2009		✓
Receipt of ISOS	Sept 2009		✓
Evaluate ISOS – shortlist to 3 bidders	Nov 2009		✓
Issue Invitation to Submit Detailed Solutions (ISDS)	Dec 2009		✓
Receipt of Invitation to Submit Detailed Solutions (ISDS)	April 2010		✓
Evaluation of Detailed Solutions and shortlist to 2 bidders	June 2010		✓
DCLG and HCA Value for Money Review and Treasury Approval Process Review			✓
Call for Final Tenders	March 2013		✓
Receipt of Final Tender	March 2013		✓
Evaluation of Tender	April 2013		✓
Appoint preferred bidder +Alcatel	June 2013		
Planning process + fine tuning	Jan 2014		
Financial Close	Jan 2014		
Services Commencement	Jan 2015		

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Annex 3

Excellent Homes For All – Project Agreement and Back to Back Agreement**Principles of Risk Share****1 Introduction**

- 1.1 KCC will be the sole signatory to the PFI contract but this contract is being procured on behalf of KCC and five District Council partners. Therefore, in order to reflect the true relationship of the partnership a Back to Back agreement will be signed between KCC and the District Partners to ensure that the risks and benefits in the Project Agreement are shared. The Back to Back Agreement will be signed prior to KCC signing the Project Agreement and will tie the District Councils to the contract as though they are part of the main PFI contract. The Back to Back agreement covers the governance of the project, nomination rights, risk sharing and contract management requirements for the project.

2 Benefits

- 2.1 Through the EHFA project the six partners will receive 35 years of nomination rights to new specialist social housing secured through a £66.8 million grant from central government. The nomination rights are set out in the Nominations and Allocations Protocol.

3 Risks

- 3.1 This new social housing will be developed, run, and managed by an independent consortium (Galliford Try Investments and West Kent Housing Association) and maintained to a high standard.

- 3.2 The consortium will be responsible for the ongoing running of the housing, and the major risks associated with that, for instance:

- Design and construction risk
- Collection of rents and service charges
- Ongoing maintenance
- Demand
- Tenancy management
- Void management
- Specific change in law relating to Housing

- 3.3 However, as the procuring Authorities, through the PFI contract the County Council and District Councils will share some risks. The risk profile has been assessed by the Treasury and the risks the Councils will take are standard risks for the public sector to take under these contracts. Where possible we have tried to achieve a better position for the Authorities than the Treasury guidance, although our ultimate risk position has to be approved by them before the project can close.

4 Managing Authority Risks

- 4.1 Appendix A is a list of potential risks and areas for decision making that the Authority will manage under the contract. The Back to Back Agreement outlines how those risks and decisions will be dealt with between partners, according to who is best able to manage them.

5 Principles of Risk Share

5.1 The Back to Back Agreement will contain a number of key principles which will prevent any single partner from taking action which has a cost implication for other partners without all affected parties agreeing. It will ensure that:

- Any decisions under the Back to Back which may result in an increase of risk or cost to any of the partners must be taken as a unanimous decision between all partners through the Project Board (which will have one representative per partner).
- if a risk occurs under the contract which is the result of a choice made by all of the partners or is the fault of no partners then a mechanism should be applied to share those costs.
- if a risk occurs as a consequence of the actions of one party, that party should be responsible for the cost

6 Shares

6.1 The share of any increase in cost falling on all partners has been agreed between the Project Board (District Council Heads of Housing and KCC's Director of Commissioning and Provision for Older People). The share was agreed as KCC taking a fixed percentage of the cost and the remaining amount being shared between the partners on the basis of the number of tenanted apartments they expect to gain from the project. This has taken into account land contributions and also KCC's Authority Contribution to the Unitary Charge. The share is therefore intended to reflect a) what each partner stands to gain from the project and b) what each partner is contributing to the project.

The shares of any costs associated with future risk are proposed as follows:

	No of units	Share
		%
KCC	-	25.0
Ashford	52	17.7
Dartford	40	13.6
Dover	40	13.6
Thanet	49	16.6
Tunbridge Wells	40	13.6
	221	100.0

Key Project Agreement Risks and Decisions and their Treatment in the Back to Back Agreement

The Back to Back contains a number of key principles which will prevent any single partner from taking action which has a cost implication for other partners without all of the affected parties agreeing to such action. It will ensure that:

- if a risk occurs under the contract as a consequence of the actions of one party, that party should be responsible for the cost (**Direct Costs**)
- if a risk occurs under the contract which is the result of a choice made by all of the partners *or* is the fault of no partners then a mechanism should be applied to share those costs (**Shared Costs**)

Potential risks.

The risk allocation set out in the table below shows the profile that reflects the Project Agreement with the Contractor and how the risk is then shared between the County Council and District Council partners through the Back to Back Agreement.

Key potential risk or decision areas	Likelihood of risk occurring and ways to manage risk	Treatment in Back to Back
<p>Ground Condition Risk</p> <p>Under the Project Agreement the Contractor takes the risk for site condition on the basis that detailed investigations and surveys have been carried out prior to financial close.</p> <p>Where there are existing buildings which require demolition, to the extent that there are problems with ground condition beneath such buildings which could not reasonably have been discovered from the surveys carried out this risk falls to the Authority.</p>	<p>In relation to site condition under existing buildings the risk can be mitigated by ensuring that ground investigations very close to the existing building are carried out.</p> <p>The bidder has already carried out surveys on all of the sites. This will enable the bidder to take most of this risk and therefore leave the partners less exposed.</p>	<p>Direct Cost (KCC or ABC) - risk should be borne by the party who owns that site. In this case all but one of the sites are provided by KCC.</p>
<p>Specific Change in Law Risk</p> <p>Specific Change in Law is a change in law which refers specifically to the service area to which the contract relates. The cost of a Specific Change in Law falls to the Authority under the Project Agreement, however the contractor has</p>	<p>It is likely that, where a Project runs for 25 years, there will be specific changes in law which directly affect the Services being provided under the Agreement. Changes in Law can be monitored but</p>	<p>Direct Cost (KCC) – For specific change in law risk relating to care,</p>

Key potential risk or decision areas	Likelihood of risk occurring and ways to manage risk	Treatment in Back to Back
<p>agreed to take Specific Change in Law relating to Housing. Kent is one of few projects that have successfully achieved this transfer of risk to the Contractor.</p>	<p>not controlled.</p> <p>It is unlikely that this risk will arise without prior warning and if it does occur, it will also affect other care projects in the same way. It will therefore be an issue that KCC faces across a range of facilities.</p>	<p>KCC will be the responsible party.</p>
<p>Employee Default Risk</p> <p>Any staff visiting the accommodation causing damage or preventing the contractor from carrying out their duties will be the responsibility of either KCC or the relevant District.</p> <p>KCC's responsibility for provision of the Care Services means that it is liable for the acts or omissions of Care Providers acting in the course of their duties.</p>	<p>Both KCC and each DC will be responsible for its own staff and any damage they may cause. Therefore it is the responsibility of KCC and each DC to train and supervise staff accordingly. District Councils may have occasional visiting staff to the sites but will not have on site staff.</p>	<p>Direct Cost (KCC or the DCs) – the party responsible for the staff who created the problem will be responsible for the cost.</p>
<p>Insurance claim made where the Authority acts as insurer of last resort.</p> <p>Where a risk becomes uninsurable through no fault of the Contractor the cost falls to the Authority.</p>	<p>The likelihood of significant changes in the insurance market is difficult to predict. However, a sudden change that renders areas of a Housing PFI Project uninsurable is relatively unlikely.</p> <p>KCC and the DCs are only required to cover a share of this risk in the event that a risk that has become Uninsurable through no act or omission of the Contractor and this limits the likelihood of costs falling to KCC and the DCs in this regard.</p>	<p>Shared Cost - if a risk occurs under the contract which is the result of a choice made by all of the partners all partners should share the cost partners all partners should share the cost.</p>

Key potential risk or decision areas	Likelihood of risk occurring and ways to manage risk	Treatment in Back to Back
<p>Insurance Premium Risk Sharing</p> <p>This mechanism ensures that both the benefit and burden of significant fluctuations within the insurance market are shared between the Contractor and the Authority. To the extent that it follows a review of actual insurance costs against the base insurance costs if there is a cost increase of more than 30% for a period, 85% of such cost shall be covered by KCC and the DCs in accordance with the agreed Back to Back sharing mechanisms.</p>	<p>It is difficult to manage the risk in relation to an increase in insurance costs which is so significant that a share of the increase is required to be covered by KCC and DCs. Fluctuations in the cost of insurance can occur at any time and over the term of the Project it is possible that certain insurances could rise or fall significantly. The contractor takes the first 30% of the burden of any increase.</p> <p>It is intended that these costs will be funded through the project account, where there are sufficient funds.</p>	<p>Shared Cost - if a risk occurs under the contract which is the result of a choice made by all of the partners all partners should share the cost partners all partners should share the cost.</p>
<p>Termination on Authority Default</p> <p>Termination for Authority Default can only occur in very specific circumstances for example non-payment of a specific sum etc. which can all be managed and avoided by KCC and the DCs.</p> <p>In the event that this head of termination occurs there is a significant cost implication for KCC and the DCs.</p>	<p>This is within the control of KCC and the DCs because providing they comply with their obligations under the contract this should not occur.</p>	<p>Shared Cost or Direct Cost – depending on the scenario that leads to Authority Default. If a risk occurs under the contract which is the result of a choice made by all of the partners all partners should share the cost.</p> <p>If, however, Authority default was triggered by one party, that party would bare the cost.</p>
<p>Termination on Force Majeure</p> <p>Termination in the event of Force Majeure would lead to significant cost implications for the Authority and the DCs.</p>	<p>The occurrence of a Force Majeure even is not within anyone's control. However, it is reasonably unlikely to occur as it is limited to specific extreme events.</p>	<p>Shared Cost - if a risk occurs under the contract which is the result of a choice made by all of the partners all partners should share the cost.</p>

Key potential risk or decision areas	Likelihood of risk occurring and ways to manage risk	Treatment in Back to Back
<p>Voluntary Termination</p> <p>Where the Authority needs to terminate the agreement on a voluntary basis there is a significant cost implication.</p>	<p>This is completely within the control of KCC and the DCs who, under the Back to Back agreement, will need to agree unanimously to Voluntary Termination.</p>	<p>Shared Cost – this would have to be agreed by the Project Board. if a risk occurs under the contract which is the result of a choice made by all of the partners all partners should share the cost.</p>
<p>Termination on Contractor Default or for corrupt gifts and breach of the refinancing provisions.</p> <p>The Authority may terminate the agreement for default by the Contractor in specific defined circumstances and if the Contractor is found to have given a corrupt gift to a Council officer or breaches the contractual requirements with regards to refinancing its funding for the project. In the event that this head of termination occurs:</p> <p>a) for termination due to Contractor Default the project is retendered if there is a liquid market available. The new contractor pays to the outgoing Contractor the sum bid for the contract by way of compensation. If there is no liquid market an expert determines the value of the contract and this value is paid by the Authority as compensation to the Contractor.</p> <p>Given the nature of the facilities (Social Supported Housing) it is highly likely that that a Liquid Market will be available. The test of the availability of a liquid market is only 2 bidders able and willing to bid. Therefore in this case no compensation will need to be paid to the contractor.</p> <p>b) on termination for corrupt gifts and breach of the refinancing provisions all outstanding debt is paid as</p>	<p>The default of the Contractor is outside of KCC's and the DCs control. There is a direct agreement between KCC, the Contractor and the bank which allows the bank to step in if the Contractor is underperforming and likely to be in default to rescue the project by running it itself or finding another contractor to run it. This would occur before the termination scenario occurred and would be likely to solve the problem.</p>	<p>Shared Cost - If a risk occurs under the contract which is the result of a choice made by all of the partners all partners should share the cost.</p>

Key potential risk or decision areas	Likelihood of risk occurring and ways to manage risk	Treatment in Back to Back
<p>compensation by KCC and the DCs.</p> <p>However by the Authority can choose not to terminate the agreement and to solve issues by other means to ensure that no compensation for contractor default is payable by partners.</p>		
<p>Requests for changes to works or services</p> <p>There is a protocol for making changes to the project.</p> <p>Where KCC or a DC requests changes to the works and or Services these may attract an increase in price which must be covered by KCC and the DCs.</p> <p>Where the Contractor requests changes to the works and or services, KCC and the DCs may agree to such changes which may have an impact on pricing.</p>	<p>This is within the partners' control because it requires the Authority to raise a change, or to accept a change proposed by the Contractor.</p> <p>Amongst the Local Authority partners, If a party wishes to propose a change to the works then that party must support the cost. If however, the change has a wider application where all councils will benefit then all those benefiting will agree on the proportions to be paid by each partner.</p> <p>This is to include small works changes. This is manageable because the partners can reject the contractors request for changes to the works and services provided they are not required pursuant to a change of law.</p>	<p>Shared Cost or Direct Cost – this would have to be agreed by all partners through the project board. If costs are incurred under the contract as a result of a choice made by all of the partners a mechanism should be applied to share those costs. If one partner requires a change but others do not – a decision could be made to allow that change subject to the party in question picking up the cost.</p>
<p>Authority Step In</p> <p>The Authority may step into the place of the Contractor under the Contract in the event that it is required to discharge a statutory function or there is a serious risk to health or safety of persons or property or to the environment. Where there is a step in but the Contractor is not in breach of its obligations the Authority must indemnify the Contractor against losses incurred as a result of this.</p>	<p>KCC has a right to step in under the contract which may need to happen very quickly. The need to step in would be agreed unanimously by the project board and the costs would be shared in accordance with the mechanism in the back to back agreement.</p>	<p>Shared Cost - this would have to be agreed by the Project Board. If a risk occurs under the contract which is the result of a choice made by all of the partners all partners should share the cost partners all partners should share</p>

Key potential risk or decision areas	Likelihood of risk occurring and ways to manage risk	Treatment in Back to Back
		the cost.
<p>Emergencies Decision</p> <p>The Authority has the ability to take over the facilities in the event of an emergency.</p> <p>The Authority will be responsible for ensuring that the Contractor is in a no better no worse position as the result of the authority needing to take over or use the facilities being contracted in an emergency. Where the Contractor is required to provide additional services these must be paid for.</p>	<p>It is possible that some form of emergency will occur and such events are difficult to foresee. However, it would be an authority decision to undertake this action.</p> <p>It is unlikely that the cost impact would be excessively high in the event of an emergency.</p>	<p>Direct Cost (KCC or DC) – the party (or parties) who require the use of the facility for emergency purposes should be responsible for the cost</p>
<p>Maintenance Surveys Decision</p> <p>The Authority has the right to carry out maintenance surveys every two years if it reasonably believes that the Contractor is in breach of its maintenance obligations. In the event that a survey is undertaken and the Authority finds that the Contractor is not in breach of its maintenance obligations then the cost of the survey falls to the Authority.</p>	<p>The risk in connection with this clause is within the control of the partners as decisions to carry out maintenance surveys will need approval by the project board.</p>	<p>Shared Cost – partners would have to agree that a survey was required. If a cost is incurred under the contract which is the result of a choice made by all of the partners all partners should share the cost.</p>
<p>Disputes Procedure</p> <p>Where there is a dispute, the costs of pursuing a dispute are to be shared by all parties involved in such dispute.</p>	<p>Costs can be mitigated through endeavouring to resolve any dispute through early ADR measures.</p>	<p>Shared Cost – If a cost is incurred under the contract which is the result of a choice made by all of the partners all partners should share the cost.</p>

POSSIBLE REVIEW OF COUNCIL PROCEDURE RULES, PARTICULARLY IN RELATION TO OPPORTUNITIES FOR BACKBENCH¹ MEMBERS' PARTICIPATION AT MEETINGS OF FULL COUNCIL

To: **Overview & Scrutiny Panel, 14 January 2014**

Main Portfolio Area: **Business, Corporate and Regulatory Services**

By: **Democratic Services & Scrutiny Manager**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **This report is to inform the Panel of the findings of a desktop exercise that has been carried by democratic services officers as a result of observations and concerns expressed by the Panel at its previous meeting**

For Decision

1.0 Introduction and Background

1.1 Following the decision of the Panel on 8 October 2013 (*Minute No. 364 refers*):

“THAT a more detailed report be brought back to the Panel detailing the options for ‘new governance arrangements’ at Council meetings that would facilitate a report being presented to the Constitutional Review working Party and then Standards Committee prior to presentation to Council for a final decision”

officers carried out online research to explore the range of opportunities that are available for enhancing backbenchers’ participation at full council meetings and to establish how certain characteristics of meetings at Thanet council compared with those of other East Kent councils.

1.2 Members will recall that at the Panel meeting on 8 October, the following suggestions were made:

1.2.1 fuller debate of the Leader’s Report in which backbench members could take part, with earlier notification to Members of the topics to be covered;

1.2.2 review of the number of items (particularly policy framework matters) on the Council agendas;

1.2.3 greater scope for backbenchers’ questions without notice;

¹ Backbench members are, for the purposes of this report, interpreted as being all members apart from cabinet members

- 1.2.4 swifter actions on urgent matters arising from council meetings.
- 1.3 The last point above is not covered in this report, as processes have, since 8 October 2013, been put in place by officers to ensure that urgent actions are followed up quickly after council meetings.
- 1.4 The other suggestions by the Panel have been taken into account in the research, the findings of which are summarised below. It is hoped that the information will enable the Panel to discuss options to improve participation in full council debates, and enable it to take a decision as to whether to refer these issues to the Constitutional Review Working Party.

2.0 Post 2000 publications on enhancing the role of full council meetings

- 2.1 Around the time of implementation of the Local Government Act 2000, under which it was mandatory for most councils to adopt new executive governance arrangements, attention was given to the importance of the role of council meetings.
- 2.2 Leading local government academics invited Council to consider the following possible items (with an officer commentary added against some):
 - 2.2.2 ***First and second-reading debates*** on important plans and budgets. In the first-reading debate, party discipline could be relaxed with expression of individual views encouraged and voting dispensed with as the only decision would be to refer a proposal to a committee or review group. The second-reading debate would, on the contrary, be more formal with party discipline applied. Whilst such an approach might well increase opportunities to participate in the development of policies, a potential downside is that it would be very likely to increase the time it takes to obtain agreement to them, more or less adding a “committee cycle” in each case.
 - 2.2.3 ***Consider reports from the executive*** with, perhaps, each cabinet member introducing a discussion on their role on a periodic basis. On this, it needs to be borne in mind that the Overview and Scrutiny Panel already does something similar, by inviting portfolio holders to address Panel meetings.
 - 2.2.4 ***Have a question time*** at each meeting, with the executive having to respond. This would be unlike the current Leader’s report, in the sense that any Member would be able to ask a question, and such questions would probably be without notice (i.e. not limited to something that the leader has already said on report).
 - 2.2.4 ***Discuss reports from overview and scrutiny committees and review groups.*** Though some Councils allow their scrutiny committee to present general reports to Council without them needing to contain specific recommendations, it must be noted that Thanet’s Overview and Scrutiny Panel already has the right to refer reports to Council which do contain specific recommendations.
 - 2.2.5 ***State of the area debates*** to focus on key issues facing the locality. It was suggested this would give expression to the Council’s role in community leadership. Any Member could participate in such debates, which could have wide-ranging remits, most likely not limited to services the Council itself delivers.

- 2.3 It should be noted that to facilitate the above full council would probably require more frequent or longer meetings; standing orders governing discussion would need to be reviewed to allow more flexible approaches; and the role of the chairman would become more important in guiding business and in protecting the rights of all members, including non-executive members and those in opposition. Clearly, some of these options would require fairly detailed changes to the current Council Procedure Rules and some arguably go against the suggestions made by the Panel on the 8 October, as summarised above in paragraph 1.2.
- 2.4 It was also established during research that a publication of the Office of the Deputy Prime Minister (OPDM) (now known as the Department for Communities and Local Government), suggested other examples of “best practice”, including:
- 2.4.1 **Single issue council meetings and ‘council in seminar’ (procedure rules suspended)** to enable deliberative debates of a policy, problem or proposal; though it must be noted that from time to time Council has adopted this approach (e.g. regarding “China Gateway”, where the council meeting was run as though it were a planning committee and public rights to speak were offered)
- 2.4.2 **Extended sessions for councillors to question lead councillors** (possibly following lead councillors’ report/s on key issues); again, this option could be considered akin to the current Leader’s report, but probably with wider ranging rights to speak than Thanet’s current rules, which limit speaking to group leaders
- 2.4.3 **Inviting outside speakers to facilitate or prompt debate**; where this has been done within Thanet, it has usually been kept separate from the main Council meeting, either taking place just before the Council meeting, or during an adjournment. Again, it needs to be borne in mind that the Overview and Scrutiny Panel already has wide-ranging powers to invite “witnesses” to attend meetings and generally adopts more flexible rules of debate than those currently applying to Council meetings.
- 2.4.4 **Individual councillors being able to initiate a council debate** on a particular subject;
- 2.4.5 **Opposition days** (debates take place on a subject chosen by the opposition group/s);
- 2.4.6 **Council acting in overview and scrutiny mode** by taking evidence from external witnesses on policy matters; though as suggested above, the Overview and Scrutiny Panel already has rights to refer matters to Council (and the executive).
- 2.4.7 **Non-executive councillors meeting as an ‘assembly’**;
- 2.4.8 **Time set aside for ward issues.**
- 2.5 But in considering the above options, it needs to be borne in mind that most again would require additional and/or longer Council meetings if the items were to be added, and in some cases it could be argued that the suggestions may well fit the framework of Overview and Scrutiny meetings as well as that of Council meetings.
- 3.0 **Reviews undertaken by two other Councils to enhance backbench Members’ participation at full council meetings**

- 3.1 Evidence of two studies similar to that currently commissioned by the Panel was found: firstly, that by Epping Forest District Council in 2005/06; and, secondly, that by Croydon Council in 2007.

Epping Forest Council's review – 2005/06

- 3.2 Following consideration of most of the options listed at paras 2.2 and 2.4 above, Epping Forest Council agreed to adopt:
- state of the district” debates;
 - single issue council meetings;
 - receiving reports from the Overview & Scrutiny Chairman, Leader and Portfolio Holders at every council meeting and giving Members the opportunity to ask questions without notice on those reports.
- 3.3 Epping Forest’ also provides that questions without notice can be put on “any other matter of a non-operational character relating to the powers and duties of the council or affecting the district or its inhabitants”.
- 3.4 As there was no evidence on their website to confirm that either state of the district debates or single issue council meetings were actually taking place, a telephone call to Epping Forest Council’s democratic services confirmed that those two options had never been implemented, but that the Council still received written reports from the scrutiny chairman and portfolio holders. Officers were informed that there had not been sufficiently sustained interest by Members to enable some of the options to take place. However, it was the intention of the council to hold a single issue/state of the district meeting in about a year’s time for the purpose of considering the council’s local plan.
- 3.5 If the panel is interested in the Epping Forest model, more details could be submitted to a meeting of the Constitutional Review Working Party.

Croydon Council's review - 2007

- 3.6 This resulted in the following refinements to council agenda items:
- 3.6.1 Extending a rotating “**Councillors’ Ward Open Session**” from 15 to 25 minutes and introducing a requirement that a cabinet member must respond to each ward councillor (the time limit being two minutes per response). Thus each of the five ward councillors have three minutes to speak on a subject matter of which they have given advance notice and the relevant Cabinet member(s) must respond.
- 3.6.2 The ‘**Business Report of the Cabinet and Councillors’ Written Questions**’ being renamed, ‘**Business Report & Councillors’ Written Questions**’ to include written reports of the Chair of Scrutiny.
- 3.6.3 The number of speakers on “**Urgent Debate Motions (x2)**” being restored to 6 (*from 4*) – with 18 minutes for each motion.
- 3.7 Croydon council still has each of those agenda items, although the urgent debate motions have been renamed, “motions for debate” and the business reports are now

taken in two parts: (1) the scrutiny business report (*to update the council on scrutiny activity since the previous council meeting and to advise on any major issues that need to be considered by scrutiny*); (2) business report of the Leader. Both business reports are subject to written and oral questions (i.e. those without notice) by all members of the council.

3.8 Again, if the Panel is interested in such options, further details could be presented to the Constitutional Review Working Party.

4.0 Current ways in which Thanet council backbench members can participate in full council meetings

4.1 **Questions on notice**, under Council Procedure Rule (CPR) 14

4.2 **Supplementary question without notice**, under CPR 14

4.3 **Notices of motion** under CPR 16 (up to a maximum of 2 notices per member per meeting)

4.4 **Speaking on motions and amendments**, under rules of debate under CPR 19

4.5 **Submitting a petition**, under the petitions scheme (Part 5 – Codes and Protocols)

4.6 **Voting on recommendations before the council**

4.7 **Comments and questions on notice on the Leader's report** - other political Group Leaders only

5.0 Analysis of full council meetings across East Kent

5.1 The following analyses were undertaken:

5.2 Opportunities for questions without notice at council meetings in East Kent

5.2.1 Questions without notice (or spontaneous questions) can be used to call the executive to account.

5.2.2 The varying degrees to which Members can question executive members or committee chairmen without notice across the five councils in East Kent have been examined, with reference being made to the respective constitutions, minutes and agendas, and the findings are as summarised at Annex 1.

5.2.3 It will be noted that Ashford & Canterbury councils only receive minutes of the executive and committees (even when being requested to take the final decisions on matters). However, in Canterbury's case, the recommendations of the executive are set out in the agenda front sheet, together with supporting reasons, and Members are requested to bring along executive reports to the meeting. Thanet, Dover & Shepway, on the other hand, receive officers' reports setting out the recommendations of those bodies.

5.2.4 The extent to which questions without notice can be asked at council meetings can be ranked as follows:

(Most scope)

Ashford – allows questions without notice on any item being considered at the council meeting (i.e. not limited to the “speech” of a Member during a debate, as in TDC)

↓

Canterbury – allows questions without notice on both recommendations and resolutions recorded in the minutes of the executive and committees (*nb, in the research analysis, 6 questions on executive minutes were noted for the period from 1 January 2012 to 31 October 2013 ; and 2 questions on committee minutes*)

↓

Shepway – allows questions without notice on reports of Cabinet and committees

↓

Thanet – allows questions without notice on reports of Cabinet and committees but only if the questions are put during Members' speeches

↓

(Least scope)

Dover – has no scope for questions without notice (apart from on the Leader's report)

5.2.5 It could be argued that the ability of Thanet backbench members to participate in debates on cabinet and committee recommendations has improved since July 2007, as prior to that time, recommendations were simply listed on the agenda front sheet with their corresponding minute reference numbers and if a member wished to speak on any recommendation, they were required, under CPR 15, to notify the Corporate Programme Manager (would now be Democratic Services Manager) in advance of the meeting. The recommendations for which notice to speak had been received were then treated as “reserved minutes” at the meeting of council, i.e., they were debated, but only after formal adoption of other recommendations by the council. That can be regarded as something of a “legacy model” because it was similar to the way recommendations forward were made via minutes under the old-style committee system. Now that full reports are submitted to council where decisions are required, all recommendations of cabinet and committees are subject to the normal rules of debate.

5.3 Democratic Services could, if the Panel is interested, obtain and present to the Constitutional Review Working Party further details regarding asking questions without notice.

6.0 How Leader's Reports compare across East Kent

Thanet – background to constitutional rule

6.1 Until the annual meeting in 2009, Thanet applied the “announcements” clause of the modular constitutional council procedure rules relating to items of business for an ordinary meeting of council, as referred to in the first row Annex 1, as the only way to receive announcements by the Leader:

“receive any announcements from the chairman, leader, members of the cabinet or the head of paid service”

6.2 After May 2009, the practice of receiving a leader's report as a separate agenda item was adopted. At one meeting, a written report by the Leader was received; at another a joint written report by the Leader and the Chief Executive. Otherwise, the reports have been oral.

6.3 A review took place at the end of November 2010, culminating in the adoption of a new CPR 2.2, based on the Kent County Council rules, which allowed the Leader of the Council to give an oral report, each of the other political group Leaders to make comment and ask questions, and the Leader of the Council to have a right of reply.

6.4 The new CPR 2.2. has been adapted over time, owing to changed circumstances – primarily the increased in the number of group leaders - but the basic principles on which it is based have not changed.

6.5 CPR 2.2 currently reads:

The Leader of the Council may make an oral report, not exceeding ten minutes, on key issues arising since the last meeting of Council.

The Leaders of any other Political Group may comment on the Leader’s Report. The comments of the Leaders of the other Political Groups shall be limited each to five minutes. The other Group Leaders will comment in an order determined by the number of Councillors within those Political Groups, with the largest Group commenting first, and so on.

The Leader has a right of reply to each Group Leader limited to two minutes, in hierarchical order, to any comments made on his/her report.

The Leader of the Council and the Leader of any other Political Group may appoint substitutes to speak on their behalf.

No motions may be moved nor resolutions passed under this item.

6.6 Clearly, CPR 2.2 restricts participation by backbenchers, as previously any member, as opposed to only political group leaders, could comment and ask questions.

6.7 The summary of practices in other councils in East Kent is as follows:

- **Ashford:** announcements under the modular constitutional rule (*as outlined at para 7.1 above*) only
- **Canterbury:** in practice, announcements only
- **Shepway, Dover & Thanet:** share the same principles, i.e. Leader’s report is oral; Leader receives comments and questions without notice from other political group leaders; and the Leader has a right of reply.

6.8 Clearly, there are changes that could be made to how the Leaders report could work including requiring the report to be written, and potentially opening out the ability to ask questions beyond Group Leaders. However although this could potentially increase the ability of Members to get involved, it could easily become difficult for the Chairman to manage such an open-ended session, and time-limits or other means of “managing” such an agenda item may be needed.

7.0 How many full council meetings do the five East Kent councils have?

7.1 One comment made by members of the Overview and Scrutiny Panel was that they felt backbench members did not have sufficient time or opportunity to participate in debates at Council meetings. It is noted that some of the above options could lengthen the Council meetings. Thus, in order to provide some context, a review of

the length of Council meetings in east Kent was undertaken. Data found in relation to the period from 1 January 2012 to 31 October 2013 is set out in table 1.

Table 1

Council	Total number of meetings (excluding annual)	Number of ORDINARY meetings	Number of EXTRAORDINARY meetings	DURATION of ordinary and extraordinary meetings
Thanet	14	10	4	31 hrs 50 mins
Canterbury	12	11	1	23 hrs 11 mins
Dover	15	10	5	25 hrs, 28 mins
Ashford	11	9	2	Info not available from the council's website
Shepway	15	10	5	-do-

7.2 It should be noted that two of Dover's extraordinary meetings took the form of presentations by external organisations, and two of Canterbury's extraordinary meetings which were convened for the purpose of conferral of freedom of the city have been excluded from the analysis.

7.3 It is clear from the above analysis that Thanet already devotes the most time to council meetings, and aside from Dover, has a broadly comparable number of meetings.

8.0 More detailed analysis of meeting statistics of Dover, Canterbury & Thanet

Questions, Motions on Notice and Petitions

8.1 Data relating to the number of questions, motions on notice and petitions received / debated by Thanet, Canterbury & Dover councils during the period from 1 January 2012 to 31 October 2013, is as shown in Table 2.

Table 2

Council	No. of public questions	No. of Members' questions (on notice)	No. of motions on notice submitted	No. of motions on notice debated	No. of petitions	No. of petitions debated
Thanet	21	24	17	12	8	5
Canterbury	4	1	1	1	20	2
Dover	1	70	11	9	0	0

8.2 It will be noted that Dover council receives considerably more questions on notice than the other two councils. However, that may result from the restriction in their constitution that precludes Members' questions without notice (apart from on the Leader's report),

- 8.3 Thanet receives by far the most public questions. However, a large proportion of the 21 questions received were in relation to the Pleasurama Development site. It is expected that the overall number of questions from members of the public may reduce once locally topical or contentious issues have been resolved.
- 8.4 Thanet also receives the highest number of motions on notice and debates the most petitions and motions on notice.

Thanet's CPR 16.3 – motions on notice

- 8.5 Possible changes to Thanet's procedural rule 16.3 were presented to the last meeting of Council on 5 December but were rejected. Thanet's rule is different from the rule of other councils in that it makes provision for a member of the controlling political group to have a right of reply prior to the decision on whether or not the motion "stands referred" to cabinet or appropriate committee:

CPR 16.3 Putting the motion at the meeting

"The Member whose name appears first on the notice will move the motion during his or her speech and call for a seconder. If seconded, a Member from the controlling political group will be entitled to a reply, the motion shall then stand referred without further discussion to the Cabinet or appropriate committee for determination or report unless the Council decides to debate the motion in accordance with Rule 19".

- 8.6 In some Councils, if a motion on notice "stands referred", no Member is permitted to speak to it, not even the proposer.

Policy Framework Issues and Reports / recommendations from Cabinet

- 8.7 It is difficult to make meaningful comparisons between the number of policy framework matters that Thanet council debates with that debated by other councils as the non-statutory list of policy framework documents varies from council to council.
- 8.8 However, it was found that in the case of Thanet council:
- 8.8.1 five policy framework issues were considered in the period from 1 January 2012 to 31 October 2013;
- 8.8.2 three policy framework issues were debated at the ordinary meeting on 19 April 2012; 8.8.3 one policy framework issue was debated at the ordinary meeting on 28 February 2013; and
- 8.8.4 one (community safety plan) was debated at the extraordinary meeting which followed the annual meeting on 16 May 2013.
- 8.9 It could be argued that the agenda for Thanet council's meeting on 19 April 2012 was too congested in that it had three policy framework items (in addition to two other recommendations from Cabinet).
- 8.10 If, for each of the 3 councils, the cabinet recommendations on policy framework matters are combined with other cabinet recommendations (*excluding those on budget reports, HRA account or treasury reports*), a more like to like comparison, as shown at Table 3, can be made.

Table 3

Council	Number of Cabinet Recommendations
Thanet	17
Canterbury	16
Dover	10

9.0 Comparative length of speeches during debate

9.1 The times allowed by Members to speak during debates are as illustrated in Table 4:

Table 4

Thanet	<p>Cabinet members and Chairmen of Committees – when presenting items – 5 minutes</p> <p>Proposer winding up – 5 minutes</p> <p>All others – 3 minutes</p>
Canterbury	<p>Under Rules of debate – content and length of speeches:</p> <p>10 minutes for the Leader to present a report to the council or the budget;</p> <p>10 minutes for the Leader to deliver his/her priorities speech at annual or budget meetings</p> <p>In those cases, leaders of two largest opposition groups – 10 minutes each</p> <p>Leader allowed 10 minutes in total to respond to opposition speeches</p> <p>Otherwise, 3 minutes</p>
Ashford	All – 5 minutes
Dover	<p>Proposer to wind up 8 minutes</p> <p>Otherwise, 3</p>
Shepway	All – 5 minutes

9.2 These are broadly comparable in terms of time allowed, with the exception of Canterbury, which allows more time.

10.0 Examples of where options to enhance community leadership role and backbench Members’ ability to call the executive to account have been adopted by councils across England

10.1 **State of the District debates** – to promote community leadership

10.1.1 Interestingly, some councils who made provision for state of the district debates in their constitutions have either never initiated them (like Epping Forest – see above) or have phased them out over time (for example, Richmondshire, Adur, Bedford and Welwyn Hatfield councils)

10.1.2 However, in other councils debates still take place, albeit with varying profiles and formats.

10.1.3 Dover council receives a report from Cabinet on the state of the district:

↓

Stratford-upon-Avon and Huntingdonshire – Leader’s Annual State of the District Report / Address followed by open debate – part of ordinary meeting agenda. In Stratford’s case, the debate takes place at the first meeting after the annual meeting (*matters raised to inform the budgetary process for the following municipal year*); in Huntingdonshire, the annual debate takes place in the Autumn.

↓

Sunderland and Borough of Poole - an extraordinary or special meeting of council, held in a different venue.

↓

Wyre Forest - State of the District Event, not included in the council meeting calendar, although the public debate takes place in the council chamber.

10.2 If the Panel is interested in such options, further details could be presented to the Constitutional Review Working Party.

11.0 General comparative analysis - 12 councils across England

11.1 Online research, involving looking at agendas and council procedure rules, was carried out in relation to 12 councils in England:

Epping Forest, Arun, Ashfield, Breckland, Fenland, Rother, Welwyn Hatfield (*chosen on the basis that those 8 councils had been evidenced to have state of the district debates*);

Medway (*on the basis that it had been found to receive scrutiny reports at each council meeting*);

Aylesbury (*on the basis that it was known to have an open question time at its meetings*);

Bexley (*on the basis that it was known to publish a written Leader’s Report in council meeting agendas*)

East Hampshire and Bournemouth – *on a random basis*

11.2 The information sought in relation to opportunities for enhanced member participation and the number of councils in which that information was found are as detailed at Annex 2, with a fuller description of some examples being given in the last column of the table (where available).

11.3 Details of examples of other options to enhance debate, which were discovered on a more random basis, are provided at Annex 3.

12.0 Other provisions which can affect the length and nature of debates

12.1 It is worth noting other provisions which can affect the length and nature of debates, for example:

12.2 Flexed Discussion

At any time during a council meeting, CPRs 19.4 (Content and length of speeches) and 19.5 (When a member may speak again) can be waived to enable flexible discussion to take place, without the constraints on how long and how many times a member can speak at a meeting.

12.3 Closure motions

Procedural motions, CPR 19.10 (c) to proceed to the next business; and (e) to adjourn a debate can be moved when debate is under way. CPR 19.11 outlines what procedures the Chairman must take if either closure motions is moved.

As pointed out in “Knowles on Local Authority meetings” – “A Manual of Law and Practice, 6th Edition, Deborah Upton with Stephen P Taylor” (page 158), there is nothing to prevent the chairman him/herself applying the closure, *with the consent of the meeting*, if they are of the opinion that the views of the minority have been reasonably heard². This they can do simply calling on the mover of the motion to reply to the debate.

13.0 Options

13.1 The Panel may wish to refer options to the Constitutional Review Working Party regarding:

13.1.1 Changing the Council Procedure Rules as set out in the report.

13.1.2 Changing the Council Procedure Rules using alternative ways to those set out in the report.

13.2 Alternatively, the Panel may decide not to make any recommendations regarding changing the Council Procedure Rules.

14.0 Corporate Implications

14.1 Financial and VAT

14.1.1 None arising directly from this report, although adoption of new options may have cost implications, for example, in terms of more frequent, or additional types of, meetings.

14.2 Legal

14.2.1 Any constitutional changes arising from recommendations of the Panel must be considered by the Constitutional review Working Party, then Standards Committee, before being adopted by Council.

² As per court ruling in Wall –v- Exchange & Northern Assets Corporation 1981.

14.3 Corporate

14.3.1 The options outlined in the report would affect the Council's constitution, and in particular, the Council procedure Rules, but may also affect other elements (e.g. the overview & Scrutiny Procedure Rules).

14.4 Equity and Equalities

14.4.1 None directly arising from the report.

15.0 Recommendation(s)

15.1 That the Panel considers the options outlined in the report and annexes and decided which, if any options or models should be presented to the Constitutional Review Working Party for further consideration.

16.0 Decision Making Process

16.1 Any recommendations of the Panel will be referred to the Constitutional Review Working Party, which will make recommendations to the Standards Committee, which, in turn, will make recommendations to Council for final adoption.

Future Meeting if applicable:	Date:
Constitutional Review Working Party	tbc
Standards Committee	6 March 2014
Council	24 April 2014

Contact Officer:	Glenn Back, Democratic Services & Scrutiny Manager, ext 7187
Reporting to:	Harvey Patterson, Corporate & Regulatory Services Manager and Monitoring Officer, ext 7005

Annex List

Annex 1	Comparison of council procedure rules of East Kent Councils as they relate to the ability of Members to ask questions without notice on executive and committee reports or minutes
Annex 2	Comparative analysis – across 12 councils
Annex 3	Examples of councils who have adopted “other” options to enhance debate – <i>found on a random basis</i>

Background Papers

Title	Details of where to access copy
None	

Corporate Consultation Undertaken

Finance	<i>Will be undertaken as and when firmer proposals emerge</i>
Legal	<i>Harvey Patterson, Corporate & Regulatory Services Manager</i>

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COMPARISON OF COUNCIL PROCEDURE RULES AS THEY RELATE TO THE ABILITY OF MEMBERS TO ASK QUESTIONS WITHOUT NOTICE ON EXECUTIVE AND COMMITTEE REPORTS OR MINUTES

COUNCIL	Council Procedure Rules	WHAT HAPPENS IN PRACTICE
<i>(Modular Constitution)</i>	<p>A) <i>(items of business at ordinary meetings)</i></p> <p><i>"receive reports from the executive and the Councils committees and receive questions and answers on any of these reports"</i></p> <p>B) <i>(Questions by members on reports of the executive or committees)</i></p> <p><i>"A Member of the Council may ask the leader or the chairman of a committee any question without notice upon an item of the report of executive or a committee when that item is being received or under consideration by the Council."</i></p>	N/A
Thanet District	<p>A) CPR 2.1(vii), which does not make provision for questions and answers, states:</p> <p><i>"receive reports from the Cabinet Leader, members of the Cabinet and the Council's Committees etc"</i></p> <p>B) CPR 14.1 restricts questions to Members' speeches. Wording is:</p> <p><i>"A member of the Council <u>may during his or her speech</u> ask the Leader or Chairman of a committee any question without notice upon an item of the report of the Cabinet or a Committee when that item is being received or under consideration by the Council."</i></p>	<p>Council receives officers' reports containing executive and committee recommendations, <u>not</u> minutes:</p> <p>Not customary for questions without notice to be asked by Members during their speeches.</p>
Shepway District	<p>A) Same as modular</p> <p>B) Same as modular, except with addition of the words, "relevant Cabinet Councillor", as follows-</p> <p><i>"A councillor may ask the leader <u>or relevant Cabinet Councillor</u> or Chairman of a committee any question without notice upon an item of the report of the Cabinet or a committee when that item is being received or under consideration by the Council."</i></p>	<p>Council receives officers' reports with executive and committee recommendations to Council, <u>not</u> minutes</p> <p>Members' questions on notice not evidenced in the minutes of full council meetings.</p>

COUNCIL	Council Procedure Rules	WHAT HAPPENS IN PRACTICE
<i>(Modular Constitution)</i>	<p>A) <i>(items of business at ordinary meetings)</i></p> <p><i>"receive reports from the executive and the Councils committees and receive questions and answers on any of these reports"</i></p> <p>B) <i>(Questions by members on reports of the executive or committees)</i></p> <p><i>"A Member of the Council may ask the leader or the chairman of a committee any question without notice upon an item of the report of executive or a committee when that item is being received or under consideration by the Council."</i></p>	N/A
Dover District	<p>A) Significantly different from the modular rule in that questions are qualified as being on "written notice":</p> <p><i>"receive questions (on written notice) from members of the Council to the Leader and members of the Cabinet"</i></p> <p><i>"receive questions (on written notice) from members of the Council to chairmen or vice-chairmen of overview and scrutiny committees and chairmen or vice-chairmen of other committees of the Council."</i></p> <p>B) There is no corresponding clause on questions on reports without notice.</p>	<p>Receives officers' reports with recommendations, <u>not</u> minutes.</p> <p>Questions without notice on reports not provided for in the constitution.</p>
Canterbury City	<p>A) Rules refer to recommendations rather than reports:</p> <p><i>"receive <u>recommendations</u> from the Executive, and receive questions and answers on any of these <u>recommendations</u>."</i></p> <p><i>"receive <u>recommendations</u> from the council's committees and receive questions and answers on any of these <u>recommendations</u>."</i></p> <p>B) Same as modular, with the minor exception of "Chairman" being substituted by, "chair".</p>	<p>Minutes of executive, overview & scrutiny and committees received at full council meetings</p> <p>Recommendations contained within the minutes are for approval, and thus subject to debate.</p> <p>Resolutions on delegated matters recorded in minutes for receiving and noting.</p> <p>Members' questions without notice on both recommendations and resolutions evidenced in minutes</p>

COUNCIL	Council Procedure Rules	WHAT HAPPENS IN PRACTICE
<i>(Modular Constitution)</i>	<p><i>A) (items of business at ordinary meetings)</i></p> <p><i>"receive reports from the executive and the Councils committees and receive questions and answers on any of these reports"</i></p> <p><i>B) (Questions by members on reports of the executive or committees)</i></p> <p><i>"A Member of the Council may ask the leader or the chairman of a committee any question without notice upon an item of the report of executive or a committee when that item is being received or under consideration by the Council."</i></p>	N/A
Ashford Borough	<p>A) Same as modular rule</p> <p>B) Wider scope for questions without notice than provided for within the modular rulez</p> <p>"A Member may ask the Leader, Member(s) of the Cab inet (Executive) or the Chairman of any Committee, or Sub-Committee any question on</p> <p>(i) Any matter then under consideration by the Council (without written notice) ..."</p>	As for Canterbury above.

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Comparative Analysis – 12 English Councils

Arun, Ashfield, Aylesbury Vale

Bexley, Bournemouth Breckland, East Hampshire, Epping Forest, Fenland, Medway

Information sought	Number of Councils	More detailed description for some of the examples
How many receive written Leader's reports that are included in the agenda for each meeting and are open to questioning by Members?	1	Bexley: <ul style="list-style-type: none"> ▪ Other Members given the opportunity to discuss and debate any topic included in the report; ▪ Time allowed 30 minutes
How many receive written reports from the Leader and all portfolio holders at each meeting and allow questions by any Members on the reports?	3	Fenland: 60 minutes for questions without notice Ashfield: 30 minutes for questions without notice Epping Forest: 20 minutes (<i>but Chairman can extend by a further 10 minutes</i>) for questions without notice on reports or on any other "non-operational matter (see question time below)
How many produce a list of topics for the Leader's report in the agenda and table a fuller version at the meeting?	1	(Medway)
How many receive OSP reports at each meeting?	3	
How many have scope for questions without notice on cabinet / committee reports or minutes?	8	

Information sought	Number of Councils	More detailed description for some of the examples
How many have a general open question-time?	2	<p>Aylesbury Vale – CPR on questions by Members states:</p> <p><i>“A member of the council may ask the leader, relevant cabinet member or chairman of a committee any question without notice:-</i></p> <ul style="list-style-type: none"> • <i>Upon an item of the report of the cabinet or a committee when that item is being received or under consideration by the Council;</i> <i>or</i> • <i>During question time which will last for an hour and may be extended at the discretion of the Chairman . . .”</i> <p>Epping Forest (as above)</p> <ul style="list-style-type: none"> • 20 minutes for questions on reports by leader and portfolio holders OR any other matter of a non-operational character relating to the powers and duties of the Council or affecting the district or its inhabitants.
How many receive all cabinet and committee minutes/reports?	5	
<p>What is the length of speeches?</p> <p>All 5 minutes</p> <p>Mover 10, others 5</p> <p>Mover 5, others 3</p> <p>Mover 8, others 3</p>	<p>5</p> <p>2</p> <p>3</p> <p>1</p>	

Examples of councils who have adopted “other” options to enhance debate (found on a random basis)

Option	Examples
<p>Motions for debate</p> <p><i>(different from motions on notice, which can “stand referred” without being debated)</i></p>	<p>Kent County Council:</p> <ul style="list-style-type: none"> ▪ Each political group is permitted to place a motion on the agenda for time-limited debate (45 minutes for each motion) <p>Croydon Council</p> <ul style="list-style-type: none"> ▪ Two permitted at each meeting (one from each of the two political groups comprising the council)
<p>Opposition business</p>	<p>Shepway District:</p> <ul style="list-style-type: none"> ▪ One item of business in each ordinary meeting may be raised by an opposition party - with the number of items each group can raise in any municipal year being determined by its relative numerical size
<p>Questions by the Leader of the opposition to the Leader of Council</p>	<p>Fenland:</p> <ul style="list-style-type: none"> ▪ 20 minutes permitted for this agenda item
<p>Single issue meeting</p>	<p>None found with this description. It has been described as a “meeting such as community safety involving appropriate external agencies”.</p> <p>It is noted that Dover had 2 meetings <i>(during the period from 1 January 2012 to 31 October 2013)</i> for the purpose of receiving presentations from external organisations</p>
<p>Council in Committee</p>	<p>Bournemouth</p>
<p>Time set aside for ward issues</p>	<p>Croydon:</p> <ul style="list-style-type: none"> ▪ As described at para 3.6.1 of report

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PETITION REFERRED TO THE OVERVIEW & SCRUTINY PANEL BY COUNCIL – PROPOSED CHANGES TO EMERGENCY SERVICES AT QUEEN ELIZABETH, QUEEN MOTHER (QEQM) HOSPITAL, MARGATE, ACCIDENT AND EMERGENCY DEPARTMENT

To: **Overview & Scrutiny Panel – 14 January 2014**

Main Portfolio Area: Community Services

By: **Charles Hungwe, Senior Democratic Services Officer**

Classification: **Unrestricted**

Wards: **All**

Summary: A Petition to the Council has been received in relation to proposed changes to emergency services at the QEQM Hospital, Margate Accident & Emergency Department.

For decision

1.0 Introduction and background information

- 1.1 Under the Council's petitions scheme, if a petition contains more than 1000 signatures, the petition organiser will be offered five minutes to present the petition at a meeting of Council; and, at the meeting at which presentation of the petition takes place, Council will debate the petition and decide how to respond.
- 1.2 The petitions scheme also states that the total time devoted to the consideration of petitions at any single Council meeting will not exceed 30 minutes.

2.0 Current Situation

- 2.1 A petition containing 1,989 valid signatures has been received from Mrs Betty Renz, stating:

"We the undersigned protest against changes to emergency services at QEQM A&E department".

- 2.2 Mrs Renz, as the petition originator, presented the petition to Full Council on 5 December 2013.
- 2.3 As the petition had more than 1,000 signatures; Council debated the petition and then referred it to the Overview & Scrutiny Panel.
- 2.4 For reference Members are asked to note that on the 14th November 2013 Cabinet received a report from the Overview and Scrutiny Panel to provide an update regarding the scrutiny review work in relation to the proposed Clinical Strategy by the East Kent Hospitals University NHS Foundation Trust (EKHUFT).

2.5 It was agreed by Cabinet Members to defer making a final decision on the matter until after the Overview & Scrutiny Panel has made recommendations to Cabinet regarding the public consultation by the EKHUFT Board on the proposed Clinical Strategy for East Kent. The cabinet report is attached at Annex 1 for information.

3.0 Options

3.1 The Panel may opt to assign an officer to verify with the EKHUFT Board the concerns of the petitioners regarding what is perceived as “proposed changes to emergency services at the QEQM Hospital, Margate Accident & Emergency Department” and produce a report with recommendations for the Panel to consider.

3.2 An Overview & Scrutiny Panel update report was considered and an interim decision agreed by Cabinet on 14 November 2013 as reported above in paragraph 2.5. If the Panel is of the view that the petition is similar in nature to the issue that was considered by Cabinet in November, then Members could elect to await the commencement of the public consultation on the new clinical strategy for East Kent which is being proposed by the EKHUFT Board and then recommend Council’s response to this consultation.

3.3 Members may wish to consider reconstituting the East Kent Hospitals Clinical Strategy Review TFG to look specifically into the single issue on what is perceived to be “proposed changes to emergency services at the QEQM Hospital, Margate Accident & Emergency Department” and report back to the Panel.

4.0 Corporate Implications

4.1 Financial

4.1.1 There are no direct financial implications arising from this report.

4.2 Legal

4.2.1 Under the terms of the Council’s Petitions Scheme, a petition of this size must be debated at the meeting of Council at which it is presented. After debating the petition Council referred it to the Overview & Scrutiny Panel for further review.

4.3 Corporate

4.3.1 None arising directly from this report

4.4 Equity and Equalities

4.4.1 None arising directly from this report.

5.0 Recommendation

5.1 That Members agree the best course of action taking into consideration the options in section 3.0 of the report and when appropriate, report back to Full Council.

6.0 Decision Making Process

6.1 Under the Council’s petitions scheme, Council is required to debate the petition and decide on a course of action to be taken in relation to it. Where a petition has been referred to a body of Council, a report ought to be brought back to Council advising Members on the action undertaken to address issues of concern raised in the petition.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Glenn Back, Democratic Services Manager, Ext. 7187

Annex List

Annex 1	Report to Council, 5 December 2013
Annex 2	Report to Cabinet, 14 November 2013

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager and Deputy S. 151 Officer
Legal	Harvey Patterson, Corporate & Regulatory Services Manager and Monitoring Officer

KEY

*TFG – Task & Finish Group

*QEQM Hospital – Queen Elizabeth Queen Mother Hospital

*EKHUFT Board – East Kent Hospitals University Foundation Trust Board

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PETITION TO COUNCIL – PROPOSED CHANGES TO EMERGENCY SERVICES AT QUEEN ELIZABETH, QUEEN MOTHER (QEQM) HOSPITAL, MARGATE, ACCIDENT AND EMERGENCY DEPARTMENT

To: **Council – 5 December 2013**

By: **Madeline Homer, Director of Community Services**

Classification: **Unrestricted**

Wards: **All**

Summary: A Petition to the Council has been received in relation to proposed changes to emergency services at the QEQM Hospital, Margate Accident & Emergency Department

For decision

1.0 Introduction and background information

- 1.1 Under the Council's petitions scheme, if a petition contains more than 1000 signatures, the petition organiser will be offered five minutes to present the petition at a meeting of Council; and, at the meeting at which presentation of the petition takes place, Council will debate the petition and decide how to respond.
- 1.2 The petitions scheme also states that the total time devoted to the consideration of petitions at any single Council meeting will not exceed 30 minutes.

2.0 Current Situation

- 2.1 A petition containing 1,989 valid signatures has been received from Mrs Betty Renz, stating:

"We the undersigned protest against changes to emergency services at QEQM A&E department".

- 2.2 Mrs Renz, as petition originator, has confirmed that she will present the petition to Council at this meeting. Under the petitions scheme, have up to five minutes in which to speak.
- 2.3 As the petition has more than 1,000 signatures, Council is required to debate it.
- 2.4 For reference Members are asked to note that on the 14th November 2013 Cabinet received a report from the Overview and Scrutiny Panel to provide an update regarding the scrutiny review work in relation to the proposed Clinical Strategy by the East Kent Hospitals University NHS Foundation Trust (EKHUFT). It was agreed by Cabinet Members to defer making a final decision on the matter until after the Overview & Scrutiny Panel has made recommendations to Cabinet regarding the public consultation by the EKHUFT Board on the proposed Clinical Strategy for East Kent. The cabinet report is attached at Annex 1 for information.

3.0 Options

3.1 Under the petitions scheme, Council may take any of the following actions:

- i) Refer the petition for consideration by Cabinet, a committee or the Overview & Scrutiny Panel
- ii) Hold an inquiry into the matter
- iii) Undertake research into the matter
- iv) Hold a public meeting
- v) Hold a consultation
- vi) Hold a meeting with petitioners
- vii) Write to the petition organiser setting out its views about the request in the petition

3.2 Council may also write to the East Kent Hospitals University NHS Foundation Trust regarding the petition.

4.0 Corporate Implications

4.1 Financial

4.1.1 There are no direct financial implications arising from this report

4.2 Legal

4.2.1 Under the terms of the Council's Petitions Scheme, a petition of this size must be debated at the meeting of Council at which it is presented.

4.3 Corporate

4.3.1 None arising directly from this report

4.4 Equity and Equalities

4.4.1 None arising directly from this report.

5.0 Recommendation

5.1 That Council debates, and decides on a course of action to be taken in relation to, the petition.

6.0 Decision Making Process

6.1 Under the Council's petitions scheme, Council is required to debate the petition and decide on a course of action to be taken in relation to it.

Contact Officer:	Madeline Homer, Director of Community Services, Ext. 7123
Reporting to:	Dr Sue McGonigal, Chief Executive and S. 151 Officer, Ext. 7002

Annex List

Annex 1	Report to Cabinet, 14 November 2013
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Corporate Consultation Undertaken

Finance	<i>Sarah Martin, Financial Services Manager and Deputy S. 151 Officer, ext 7617</i>
Legal	<i>Harvey Patterson, Corporate & Regulatory Services Manager and Monitoring Officer, ext 7005</i>

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OSP UPDATE REPORT TO CABINET: - EKHUFT NEW CLINICAL STRATEGY PROPOSAL

To: **Cabinet – 14 November 2013**

Main Portfolio Area: **Community Services**

By: **Charles Hungwe, Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **Thanet Wide**

Summary: **The purpose of the report is to provide an update to Cabinet regarding the scrutiny review work in relation to the proposed Clinical Strategy by the East Kent Hospitals University NHS Foundation Trust (EKHUFT).**

For Decision

1.0 Introduction and Background

- 1.1 On 8 December 2011, Full Council received a question from a member of the public in relation to unconfirmed proposals for transferring trauma services from QEQM Hospital in Margate to Ashford. Some discussions had occurred between Thanet District Council's Cabinet representative and Mr Stuart Bain, Chief Executive of East Kent Hospitals University NHS Foundation Trust. Further investigations of the issue would need to be carried out by the Council.
- 1.2 Cabinet then considered a report on 10 May 2012. Councillor Johnston moved, Councillor Fenner seconded and Members agreed the following:
1. To note the report;
 2. To support the ongoing dialogue with the East Kent Hospitals University NHS Foundation Trust and local campaigners;
 3. Requested the Overview & Scrutiny Panel to add this matter to its Work Plan with a view to informing itself, drafting a consultation response and reporting back to Cabinet.
- 1.3 Thereafter; on 28 May 2012 the Overview & Scrutiny Panel set up the East Kent Hospitals Clinical Strategy Review Task & Finish Group (TFG) to study the proposed clinical strategy and advise the Panel on recommendations to make to Cabinet.
- 1.4 On 15 October 2012 Members of the Task & Finish Group received a power-point presentation on the proposed EK Clinical Strategy by Mr Stuart Bain, CEx of the East Kent NHS Hospitals University Foundation Trust.
- 1.5 At their meeting on 20 November 2012, the Task & Finish Group took evidence from a number of stakeholder groups that included the Clinical Commissioning Group (CCG), Royal College of Surgeons, Patient Group and East Kent Coastal Ambulance Services on the likely impact of the suggested changes to the current

health delivery services in Thanet. Members of the sub-committee agreed to forward to the EKHUFT Board the views of the Council regarding the proposed public consultation. The Chairman of the TFG sent a letter to the EKHUFT Board Chairman on behalf of the sub-group. A copy of the letter is attached as Annex 1 to this report.

- 1.6 The Board Chairman responded and advised Members to respond to the public consultation, once it was in train. A copy of the letter is attached as Annex 2 to the report.

2.0 The Current Situation

- 2.1 On 29 May 2013, the Overview & Scrutiny Panel decided to keep the review of the proposed Clinical Strategy in abeyance until some progress had been made by the EKHUFT Board to produce the final Strategy for public consultation.
- 2.2 As at end of August 2013, the EKHUFT Board had not yet agreed on a final Clinical Strategy proposal to consult on. At a meeting of the East Kent Hospitals University NHS Foundation Trust on 30 August 2013, the Board of Directors considered an update report on the Clinical Strategy.
- 2.3 Detailed analysis of the proposal's various work streams were still being worked through by the Clinical Strategy Implementation Board as can be evidenced by the report considered at the Board meeting on 30 August 2013 which is attached as Annex 3 to the report.
- 2.4 The Overview and Scrutiny Panel considered the issue at its meeting on 22 October 2013; Councillor Campbell proposed, Councillor Harrison seconded and Members agreed the following that:

"The issue be brought back for discussion once the date for the public consultation on the matter has been announced by EKHUFT and decide on whether they are minded to recommend to Cabinet a collective TDC response to the public consultation on a new Clinical Strategy for East Kent as requested by Cabinet on 10 May 2012."

3.0 Options

- 3.1 It is suggested that Cabinet agrees to await the report from the Overview & Scrutiny Panel, which will include a draft consultation response, before responding to the proposals of the EKHUFT Board.

4.0 Corporate Implications

4.1 Financial and VAT

- 4.1.1 There were no financial implications arising directly from this report.

4.2 Legal

- 4.2.1 There were no legal implications arising directly from this report.

4.3 Corporate

4.4 Equity and Equalities

4.4.1 There were no equity and equalities implications arising directly from this report.

5.0 Recommendations

5.1 Members to note the update report;

5.2 Members agree to defer making a final decision on the matter until after the Overview & Scrutiny Panel has made recommendations to Cabinet regarding the public consultation by the EKHUFT Board on the proposed Clinical Strategy for East Kent.

6.0 Decision Making Process

6.1 The Executive can request the Overview & Scrutiny Panel to review an issue of public interest to Thanet area and make recommendations to cabinet for the Executive to consider when making a decision.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Glenn Back, Democratic Services & Scrutiny Manger, Ext 7187

Annex List

Annex 1	EK Hospitals Clinical Strategy Review TFG Chairman's Letter to EKHUFT Board – 22 November 2012
Annex 2	EKHUFT Board Chairman's response Letter – 20 December 2012
Annex 3	Update Report to EKHUFT Board – 30 August 2013

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager

PO Box 9
Cecil Square
Margate
Kent CT9 1XZ



Our ref:

Mr Nicholas Wells
Chairman
East Kent Hospitals University NHS Foundation Trust HQ
Kent and Canterbury Hospital
Ethelbert Road
Canterbury
Kent
CT1 3NG

Via email to Mr Stuart Bain, CEO, EKHUFT

05 December 2012

Dear Mr Wells

East Kent Hospitals Clinical Strategy Consultation

I am writing to let you know that through the recent East Kent Hospital Foundation Trust engagement process, Thanet District Councillors have heard a great deal about the proposed changes to services at QEQM, both from your Chief Executive, and from our local residents as part of our Overview and Scrutiny function.

The introduction of Major Trauma Units in Kent, and more specifically for East Kent at Ashford has raised concerns that essential surgical services will be drawn away from QEQM. Couple this with the expected consultation on changes to clinical services across East Kent, and I can say that many Councillors and Community representatives have expressed to me their genuine nervousness about a reduction in future services in our area.

I understand that on the 30th of November at your Board Meeting, you were to discuss your Consultation plans for the emerging Clinical Strategy for East Kent. Whilst I would have liked to have written to you earlier about this, I am sorry that our timetable did not allow for our points to be made to you before your Board meeting.

However, I would like to still urge you to ensure that the final consultation is both proactive and genuinely public. In essence, I would recommend that there is full engagement with local Councillors and community representatives; that the consultation and its questions are very visible to the public who understand what is being asked and that the options are clear and do not pre-determine the outcome, if other options are tabled.

I hope that you will find my comments of help to you during your discussions about the consultation and look forward to making our own response to the consultation in due course.

Yours sincerely

Cllr Mike Harrison
Chairman

EKHFT Clinical Strategy Task and Finish Group

Annex 2 to cabinet report

East Kent Hospitals University

NHS Foundation Trust

Councillor Mike Harrison
Chairman
EKHFT Clinical Strategy Task and Finish Group
PO Box 9
Cecil Square
Margate
Kent
CT9 1XZ

Trust Offices
Kent & Canterbury Hospital
Ethelbert Road
Canterbury
Kent CT1 3NG

Tel: 01227 866308
Fax: 01227 868662

Our Ref: SB/PG/hp

20 December 2012

From the Chief Executive: Stuart Bain

Dear Councillor Harrison

Thank you for your letter dated 5 December 2012 and I am pleased that you recognise the efforts we have made to keep you informed as we progress towards a new clinical strategy. We recognise that in times of change communities and their representatives can become nervous, which is why we are being completely open and transparent regarding the clinical strategy.

I welcome your comments regarding the consultation and can assure you that we intend to fully consult with the public and stakeholders, including yourselves, on any major changes that may be proposed as part of the clinical strategy.

We have used the engagement process to shape our proposals, which are currently being evaluated both internally and externally by the Royal College of Surgeons. In the New Year, once the evaluation regarding viability and sustainability has been completed, we will begin a three month comprehensive consultation process on any proposed changes. The process will be well publicised and provide multiple opportunities for the public to express their opinions.

The provision of health services is a complex area, with many inter-related factors, but we are working very hard to ensure that we clearly explain the options and their impacts.

Thank you again for your comments and I look forward to receiving your views regarding the clinical strategy once the consultation gets underway.

Yours sincerely
Stuart Bain
Chief Executive

EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST

REPORT TO:	BOARD OF DIRECTORS – 30 AUGUST 2013
SUBJECT:	CLINICAL STRATEGY
REPORT FROM:	DIRECTOR OF STRATEGIC DEVELOPMENT AND CAPITAL PLANNING
PURPOSE:	Information
CONTEXT / REVIEW HISTORY / STAKEHOLDER ENGAGEMENT	
The paper provides the Trust's Board of Directors with an update on the progress being made on the plans to develop the Trust's Clinical Strategy.	
SUMMARY:	
East Kent Hospitals University NHS Trust (EKHUFT) has been working to develop a clear strategy for its clinical services. This report provides an update on the progress to date from the Clinical Strategy Implementation Board, which oversees each of the work streams that have been tasked with developing a clinical strategy for:	
<ul style="list-style-type: none"> a. Emergency Surgery; b. Planned Care; c. Emergency Care; d. Outpatients; e. Trauma; f. The Dover Project; and g. Communication and Engagement. 	
IMPACT ON TRUST'S STRATEGIC OBJECTIVES:	
The Clinical Strategy impacts on SO1; SO2; SO3; SO4; SO5 and SO6	
FINANCIAL IMPLICATIONS:	
Financial implications of the Clinical Strategy are being quantified and will form part of the business cases taken forward through the Trust's formal approval mechanisms.	
LEGAL IMPLICATIONS / IMPACT ON THE PUBLIC SECTOR EQUALITY DUTY:	
None	
PROFESSIONAL ADVICE TAKEN ON ANY NOVEL OR CONTENTIOUS ISSUES	
None	
BOARD ACTION REQUIRED:	
(b) to note the report	
CONSEQUENCES OF NOT TAKING ACTION:	
None	

The Trust's Clinical Strategy

1. Introduction

1.1 East Kent Hospitals University NHS Trust (EKHUFT) has been working to develop a clear strategy for its clinical services. This report provides an update on the progress to date from the Clinical Strategy Implementation Board, which oversees each of the work streams that have been tasked with developing a clinical strategy for:

- a. Emergency Surgery;
- b. Planned Care;
- c. Emergency Care;
- d. Outpatients;
- e. Trauma;
- f. The Dover Project; and
- g. Communication and Engagement.

2. Emergency Surgery

2.1 The Emergency Surgery Work Stream continues to progress the development of a clinical strategy for medium and high risk general surgical services.

2.2 Three options for the future model for medium and high risk surgery have been produced and these options were reviewed by the Clinical Strategy Implementation Board in 2012. These three options were approved as being viable subject to external clinical challenge and further detailed financial analysis.

2.3 The three options that have been produced are:

Option A: medium and high risk inpatient general surgical care to be provided from the William Harvey Hospital (WHH);

Option B: medium and high risk inpatient general surgical care to be provided from the Kent and Canterbury Hospital (KCH); and

Option C: Continue to provide medium and high risk inpatient general surgical care from both Queen Elizabeth The Queen Mother Hospital (QEQM) and WHH

2.4 One month's data for general surgical activity has now been analysed in detail which has enabled the Team to identify low, medium and high risk procedures, cross-referenced with the complexity of the patients (those with co-morbidities) and the time of day and day of the week surgery was carried out. This detailed analysis will enable the Team to identify the level of activity that would need to be carried out at the surgical hub(s). In turn, this will inform the number of in-patient beds required by site; the day-case / 23 hour bed capacity required by site; the number of operating theatres required at each site; and the design of the estate and capital costs required to support this activity.

- 2.5 Once the general surgical activity data has been analysed and clearly understood (the Team is aiming to complete the detailed data analysis by the end of September), a business case will be required to ensure that all implications associated with the different options can be included within the consultation process. This will include a thorough analysis and understanding of the clinical adjacencies and service dependencies related to general surgery, for example, critical care provision, paediatric surgery and gynaecology surgery.

3. Planned Care Work Stream

- 3.1. The Planned Care Work Stream has continued to progress the development of a clinical strategy for breast surgery and the surgical ambulatory care pathways.
- 3.2. Four options for the future of breast surgery services were appraised using the Trust's option appraisal scoring model and these were presented to an Executive Challenge Event in July. The conclusion drawn from the Executive Challenge Event highlighted the fact that there were clear inter-dependencies between breast surgery and medium and high risk surgery. It was apparent that the future of breast surgery provision in East Kent was integrally linked with the options for the future provision of medium and high risk surgery and therefore both services should be considered together rather than as separate services.
- 3.3. The Kent Health Overview and Scrutiny Committee (HOSC) had also recommended in June that the options around the future provision of breast surgery should be subject to a formal public consultation. The options for the future of medium and high risk surgery would also require a formal public consultation process. The decision was taken to review the provision of breast surgery in conjunction with the provision of medium and high risk surgery.

4. Emergency Care (medicine, paediatrics and gynaecology services) Work Stream

- 4.1. The plans for Emergency care were the subject of an Executive Challenge Event in July. One of the key areas that still require additional work relates to the need to amend the estates plans for each of the emergency departments and the subsequent capital costs, which will form a major element of the full business case. Those estates plans also need to take into consideration the future proposals for medium and high risk surgery and any other possible subsequent change in service provision.
- 4.2. At the last Emergency Care Work Stream Project Board it was agreed that a surgical assessment unit (SAU) could be provided as part of the emergency care full business case (FBC). The Clinical Strategy Implementation Board meeting which was scheduled for Wednesday 28th August will also be dedicated to agreeing a solution for the SAU and for the need to create additional ITU capacity at WHH. The proposals for the SAU may then be incorporated into the Emergency Care FBC. Once the FBC has been completed it will be presented to a further Executive Challenge Event prior to being submitted to the Strategic Investment Group (SIG).
- 4.3. Alongside the work to review the Emergency Care strategy, work is progressing to implement up to 10 new ambulatory emergency care pathways this year. Discussions continue with the CCGs through the Ambulatory Emergency Care Steering Group for

developing and implementing these pathways and a half-day workshop is being planned to look at changes to patient pathway models and financial flows.

5. Outpatients Work Stream

- 5.1. Work to develop a Clinical Strategy for the Trust's outpatient services has been progressing well. The key principles of the Outpatient Clinical Strategy are based on improving the Trust's outpatient services and improving access for the local population.
- 5.2. The FBC for outpatient services was presented to SIG in June 2013 and then to the Corporate Performance Management Team (CPMT) in July. The business case was agreed in principle with some additional work to be completed on:
 - a. the exception report – a report which highlights where services are currently provided from and where service provision may not be equitable across the Trust;
 - b. some phasing for capital expenditure; and
 - c. some more detailed work on the North Kent coast site proposal.
- 5.3. The exception report has been completed and has been presented back to the Divisions for further challenge. It is envisaged that this element of work will be completed by the end of August.
- 5.4. The phasing of capital expenditure has been completed and this will be presented to the Finance and Investment Committee (FIC) in August before being presented to the Trust's Board of Directors meeting in September.
- 5.5. A proposal to develop plans for a 7th outpatient site at Sittingbourne is also under consideration. Commissioners in Swale are working with EKHUFT to provide details of specialties and activity numbers for a sustainable service to be provided by the Trust in the Swale area.
- 5.6. Following discussions with CCGs, the Trust has agreed that the proposals for outpatient services will be subject to formal public consultation. The plans for the public consultation process are being worked up by the Communications and Engagement Work Stream (see Communications and Engagement Work Stream below).
- 5.7. The plans to undertake more detailed work on the North Kent coast proposal have been put on hold until after the public consultation has been completed.

6. Trauma

- 6.1 The Trust went live with the WHH being designated as an Interim Trauma Unit on 8th April 2013. The Trauma Unit service has been running smoothly since the go-live date and the project has now become fully operational and has been handed over to the Urgent Care and Long-term Conditions Division. The Surgical Services Division and the Urgent and Long-Term Conditions Division continue to monitor and report on the Trauma activity and to ensure all the operational standards are met.

7. Dover Hospital Project

- 7.1. Work continues to progress on the new Dover Hospital project. The Hospital will provide a wide range of outpatient services co-located with diagnostic facilities as well as renal dialysis, child health ambulatory services and a minor injuries unit. All existing

services will continue to be provided from the current hospital whilst construction of the new hospital is underway.

- 7.2. Following a review of the activity planned for the new hospital, it was felt that the costs associated with providing lower endoscopies in the proposed treatment room by far out-weighed the income that would be generated from this service. As a consequence, a decision has been taken to remove the provision of lower endoscopies from the new site. The plans have been adjusted accordingly and the area will be "future proofed" to allow for service development if necessary (the clean and dirty scope rooms will remain with fixtures but no equipment will be purchased for this procedure).
- 7.3. The final 1:50 drawings have been completed and are with the Divisions for final sign off. Clinical engagement is good and the components list has been distributed for checking by each team.
- 7.4. Nightingale Associates, the Architects Practice leading the design of the new hospital, has provided proposals for the design of the building's interior and these will be discussed with the users during September.
- 7.5. The Trust has now received the Guaranteed Maximum Price (GMP) from the contractor Interserve Ltd. and building work is due to commence shortly. A separate paper on the capital costs associated with the Dover Project will be presented to the FIC and to the Board of Directors in August.
- 7.6. The planned completion date of the new hospital has slipped by approximately two months due to the discovery of asbestos in the buildings that had to be demolished, the need to redesign part of the building to comply with planning requirements, and the second World War bunkers that we knew existed in the car park (which turned out to be a lot larger than we had originally believed). The planned hand over date therefore is now February 2015.

8. Communication and Engagement Work Stream

- 8.1. Early engagement has already taken place with CCGs, a wide range of stakeholders and hospital-related patient groups on the Trust's Clinical Strategy.
- 8.2. Now that plans for outpatient services have become clearer a decision has been taken to carry out a public consultation on the proposals for outpatient services.
- 8.3. The Trust will be working with the Kent and Medway Commissioning Support (KMCS) Unit to undertake the outpatient public consultation. A meeting has been arranged for 22nd August with KMCS Team to scope out the public consultation and to agree timescales and costs.
- 8.4. The public consultation will focus on the Trust's proposals to implement a new model of care for outpatient services across East Kent including the proposal to provide extended opening hours and one-stop outpatient clinics. The consultation will also present the Trust's proposals to concentrate outpatient services onto a fewer number of sites and will outline a range of proposals for the future provision of outpatient services on the North Kent coast and in the Deal area. The consultation will encompass difficult issues as some local GPs may feel their patients will be disadvantaged by the loss of outpatient clinics from their local Community Hospital. However, under the proposals 88% of patients will be able to access a local outpatient service within 20 minutes by car as opposed to 73% currently.

- 8.5. The consultation documentation will explore the “pros and cons” of each option and is also likely to explore a “do-nothing” option. The main aim will be to create opportunities for local people across east Kent to receive information about the proposals and be able to ask questions and share their views on the proposed changes. This engagement will involve a range of external patient groups, the voluntary and community sector and the wider public.
- 8.6. Work is already underway to lay the ground work for the consultation process. An outpatient survey commenced on 21st August asking patients to provide the Trust with their top three ideas for improving outpatient services. The results of this survey will be used in the public consultation documentation.
- 8.7. C4 CCG has confirmed that they wish to work jointly with EKHUFT on the consultation process. The remaining three CCGs have all confirmed that they intend to be consultees in the process.
- 8.8. The current, proposed, draft timescales suggest that the Trust might commence the outpatient consultation in mid-October through to the end of January (a period of 13 weeks). This would enable the Trust’s Board of Directors to conclude on a preferred service model for outpatient services in March 2014. The draft timescales are however very tight and allow for no slippage or delays. A final timeline will be formally agreed with KMCS and then presented to the Trust’s Board of Directors in September.
- 8.9. It is likely that a second formal public consultation process will be required for the proposed service changes that will come out of the rest of the Clinical Strategy (medium and high risk surgery, breast surgery and any other possible subsequent service changes).

9. Next Steps

- 9.1. The detailed analysis of the general surgical activity data will continue so that clarity can be sought for the capacity planning required for each option for medium and high risk surgery. The plans for breast surgery and other clinical dependencies will then be incorporated into the FBC for surgical services.
- 9.2. Work will continue to model the estates changes required for Emergency Care services and will include a solution for a Surgical Assessment Unit. The FBC will then be presented to an Executive Challenge Event in October.
- 9.3. The Teams will continue to develop the plans for Ambulatory Care services, working closely with CCGs and the Trust’s Finance Department.
- 9.4. The Communications and Engagement Team will work closely with KMCS to clarify the scope and timescales for the public consultation on outpatient services.

REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2013/14

To: **Overview and Scrutiny Panel – 14 January 2014**

Main Portfolio Area: **All Portfolios**

By: **Charles Hungwe, Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **All**

Summary: **This report reviews the Overview and Scrutiny Panel work programme for 2013/14.**

For Decision

1.0 Introduction and Background

- 1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the Panel meeting on 22 October 2013.
- 1.2 All sub committees were tasked with producing progress update reports on their activities that were assigned to them by the Overview & Scrutiny Panel. It is hoped that the Chairmen of the six sub-groups would each introduce their sub-group's reports for the Panel to comment on and where appropriate offer further guidance. These reports are attached as Annex 1 to Annex 6 to the report.
- 1.3 As the municipal year draws to a close, these update reports would form part of the basis for the OSP Chairman's Annual report to Council in May 2014.

2.0 Notice of Request for Future Agenda Items

Recommendation from the TDC Artefacts Management Review TFG

- 2.1 The TDC Artefacts Management Review TFG agreed to forward a report and recommendations for consideration by the Panel. The Panel is being asked to determine whether there are any merits in scrutinising the issues regarding "Signage from the Turner Contemporary to the Margate Museum and other historic attractions;" see report attached as Annex 7 .
- 2.2 At the meeting of the sub-group on 4 November 2013, Councillor K. Gregory proposed, Councillor Watkins seconded and Members agreed the following:
 - a) That the report under discussion be forwarded to the Cabinet Member for Community Services and the Overview & Scrutiny Panel for the Panel to decide whether there were any merits to scrutinise the issues in the report now or in the future.

Referral from Full Council

- 2.3 A petition on proposed changes to emergency services at the QEQM Hospital, Margate Accident & Emergency Department was referred to the Panel by Full Council. The issue is reported elsewhere in the agenda for this meeting.

3.0 The Work Programme Table

- 3.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:
- Standing Working Party /Task & Finish Group** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
 - Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel’s work programme.
 - Status to be determined** – possible additions to the work programme. The Panel will need to decide whether to undertake work on them, and if so, how that work will be organised.

Table 1 – OSP Work Programme for 2013/14

Issue	Composition/ Members	Lead Officer	Comment	Status
Date of Establishment 01.10.09 Community Safety Partnership Working Party	Cllr Campbell (Chairman) Cllr Cohen Cllr Coleman- Cooke Cllr K. Gregory Cllr Huxley Cllr King Cllr Moore Cllr D. Saunders	Martyn Cassell;	The Working Party met on 26 November 2013 and received four PowerPoint Presentations relating to Crime Statistics, EK Housing Anti-Social Behaviour Policy, tackling Anti Social Behaviour through Selective Licensing and progress updates of the Community Safety Plan.	On going
Date of Establishment: 28.05.08 Corporate Performance Review Working Party	Cllr Gideon (Chairman) Cllr Campbell Cllr Gibson Cllr I. Gregory Cllr Grove vacant seat (TIG)	Sarah Martin	Members have reviewed the latest Performance Report and have made recommendations to improve the report moving forward. They have asked for information on the performance of the shared service arrangements to go to the next meeting which is scheduled for 30 January 2014.	On going
Date of Establishment: 29.05.12 Electoral Registration Process Review Working Party	Cllr Cohen Cllr Gibson Cllr K. Gregory Cllr Hibbert Cllr Hornus	Glenn Back; Mark Avis	Members received and agreed a communication strategy for the local implementation of the Individual Electoral Registration (IER). The Group encouraged	On going

Issue	Composition/ Members	Lead Officer	Comment	Status
			officers to carry-out an accommodation needs review before the implementation of the IER.	
Date of Establishment: 23.04.13 TDC Artefacts Management Review Task & Finish Group	Cllr King (Chairman) Cllr K. Gregory Cllr Hibbert Cllr M. Tomlinson Cllr Watkins Vacant seat (TIG) Mr T. Ovenden (Co-optee)	Kate Wilson	The Group conducted a site visit to the Margate Museum on 8 October 2013 and were shown around the Museum in order to get a better appreciation of the state of the artefacts in the museum and how the volunteers were working toward establishing improved documentation system for the museum. The Sub Group met on 4 November and requested for further documents to be provided before finalising their review work. They also recommended that the Panel considers and takes a view on a report as reported in section 2.0 of this report.	On going
Date of Establishment 23.04.13 Pleasurama Site Development Review Task & Finish Group	Cllr Hornus (Chairman) Cllr Binks Cllr Campbell Cllr Driver Cllr Harrison Cllr Marson Cllr Nicholson Vacant seat (TIG)	Mark Seed Harvey Patterson	The Group met on 31 October 2013. They considered the written responses provided by officers to Member questions. They agreed that the next meeting be arranged after Council had received the external legal advice relating to the current development agreement.	On going
Date of Establishment 29.07.13 Transeuropa Debt Review Task & Finish Group	Cllr Gideon (Chairman) Cllr Campbell Cllr Cohen Cllr K. Gregory Cllr Harrison Cllr Nicholson Cllr D. Saunders Vacant (I) Vacant (UKIP)	Mark Seed Sarah Martin	The Sub-Group met on 19 November 2013. Unfortunately the meeting was adjourned prematurely because of disturbances to the proceedings. The Group met on 17 December 2013 and agreed to have one last meeting before end of January to adopt recommendations to forward to the Panel.	On going

Issue	Composition/ Members	Lead Officer	Comment	Status
Presentations				
13/14 Presentations by Portfolio Holders and Corporate Services Managers	N/A	All Portfolio Holders and Corporate Services Managers		
14 January 2014 Commentary on the implications of the Housing Strategy, to include successes and challenges.	N/A	Cllr D. Green; Madeline Homer	At a Look Ahead meeting, Cllr Gideon, Chairman of the Overview and Scrutiny Panel asked for a Cabinet Presentation on "Commentary on the implications of the Housing Strategy, to include successes and challenges "	
14 January 2014 TDC Parking Fees and Charges for 2014/15	N/A	Cllr Poole; David Gonzalez	At a Look Ahead meeting, Cllr Gideon requested for the Cabinet Member for Operational Services to be in attendance to respond to Member Queries regarding Parking Fees & Charges for 2014/15	
Status to be determined				
Referral from Full Council - A petition on proposed changes to emergency services at the QEQM Hospital, Margate Accident & Emergency Department	TBD	Madeline Homer	The issue is reported elsewhere in the agenda and is awaiting the decision of the Panel	Awaiting the decision of the Panel

4.0 Corporate Implications

4.1 Financial

4.1.1 There are no financial implications arising directly from this report.

4.2 Legal

4.2.1 There are no legal issues arising directly from this report.

4.3 Corporate

4.3.1 The work programme should help to deliver effective scrutiny. An active Scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.

4.3.2 The Working Parties / Task and Finish Groups assist the work of scrutiny as they carry-out an in-depth study of any issue referred to the groups under their terms of reference.

4.4. Equalities

- 4.4.1 None directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.

5.0 Recommendations

- 5.1 That Members note the Work Programme report;
- 5.2 That the Panel notes the sub groups' progress update reports that are attached in Annex 1 to Annex 6 of the report and offers further guidance to the sub groups if appropriate;
- 5.3 Consider the following recommendation from the TDC Artefacts Management Review TFG that:
- a) Whether there were any merits to scrutinise now or in the future, the issues in the TFG report that is attached as Annex 7 to this report.

6.0 Decision Making Process

- 6.1 Any decisions on the work programme can be taken by the Panel.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext: 7186
Reporting To:	Glenn Back, Democratic Services and Scrutiny Manager, Ext 7187

Annex List

Annex 1	Community Safety Partnership Working Party - Work Programme 2013 /14 Update Report
Annex 2	Corporate Performance Review Working Party - Work Programme 2013 /14 Update Report
Annex 3	Electoral Reg Process Review TFG - Work Programme 2013 /14 Update Report
Annex 4	Pleasurama Site Dev Review TFG Work Programme 2013 /14 Update Report
Annex 5	Transeuropa Debt Review TFG - Work Programme 2013 /14 Update Report
Annex 6	TDC Artefacts Management Review TFG - Work Programme 2013 /14 Update Report
Annex 7	TDC Artefacts Management Review TFG Report – 4 November 2013

Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager

COMMUNITY SAFETY PARTNERSHIP WORKING PARTY WORK PROGRAMME FOR 2013/14 PROGRESS UPDATE REPORT

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr Campbell	Chairman
Cllr Cohen	
Cllr Coleman-Cooke	
Cllr K. Gregory	
Cllr Huxley	
Cllr King	
Cllr P. Moore	
Cllr D. Saunders	
SUPPORTING OFFICERS	
	DESIGNATION
Martyn Cassell	Community Safety & Leisure Manager
Janice Wason	Strategic Community Manager
Jessica Bailey	Senior Community Safety Co-ordinator

DATE OF MEETING/ACTIVITY	KEY AGENDA ITEMS CONSIDERED/ACTIVITIES UNDERTAKEN	WITNESSES INVITED	PROGRESS TO DATE / CHALLENGES ENCOUNTERED
Meeting 1 16 July 2013 @ 7.00 pm	a. Election of Chairman b. Agreement of all items of business to be considered by working party in 2013/14 c. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	Martyn Cassell, Community Safety & Leisure Manager	a. Councillor Campbell elected chair of WP. b. WP to review the current Community Safety Plan and scrutinise its outcomes. c. Progress update report would be produced early September. It was then agreed to have next meeting on 5 th September. Invitees would be: Chief Insp Gossett Ms Wason Strategic Community Manager

<p>Meeting 2 5 September 7pm</p>	<p>Progress Update Community Safety Plan</p>	<p>Martyn Cassell, Community Safety & Leisure Manager Chief Insp Gossett Ms Wason Strategic Community Manager</p>	<p>Mr Cassell summarised progress on actions contained within the 2013/14 Community Safety Plan minutes of meeting produced and distributed. Chief Insp Gossett produced a power point presentation on Crime Stats in Thanet, minutes produced and distributed. Ms Wason gave a power point presentation on anti-social behaviour during Broadstairs folk week. Minutes produced and distributed. Next meeting 26 November 2013. Items: management of anti-social behaviour in TDC housing stock and engagement with private sector landlords. Invitees would be: Ms Hatcher Area Manager EKH and Richard Hopkins Housing Regeneration Manager TDC.</p>
<p>Meeting 3 26 November 7pm</p>		<p>Mr Cassell Community Safety Manager Ms Hatcher EKH Richard Hopkins TDC</p>	<p>Ms Hatcher gave a full report on EKH policy on anti-social behaviour with stats highlighting occurrence minutes produced and presentation slides distributed Mr Hopkins reported on licensing scheme for private landlords in designated area. Concern that the licensing period is for five years but nearly two years lost due to appeals by some landlords in court. Concern that many landlords have yet to sign up. Shortage of legal expertise is being addressed. WP will need to monitor this issue.</p>

Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel		
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CORPORATE PERFORMANCE REVIEW WORKING PARTY: - WORK PROGRAMME FOR 2013/14 PROGRESS UPDATE REPORT

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr Gideon	Chairman
Cllr Campbell	
Cllr Gibson	
Cllr I. Gregory	
Cllr Grove	
One Vacant Seat	
SUPPORTING OFFICERS	DESIGNATION
Sarah Martin	Financial Services Manager
Adrian Halse	Policy & Business Planning Manager

DATE OF MEETING/ACTIVITY	KEY AGENDA ITEMS CONSIDERED/ACTIVITIES UNDERTAKEN	WITNESSES INVITED	PROGRESS TO DATE / CHALLENGES ENCOUNTERED
Meeting 1 23 July 2013 @ 7.00 pm	a. Election of Chairman b. Agreement of all items of business to be considered by working party in 2013/14 c. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	Sue McGonigal, CEx; Sarah Martin, Financial Services Manager	Members elected the chairman agreed a detailed work programme for 2013/14 which was based on the terms of reference of the subgroup.
Meeting 2 Date/time 16 September 2013 @ 7.00pm		Sue McGonigal, CEx; Donna Reed, Director of EK Services	Working Party received a presentation from Sue McGonigal, CEx on the "Council Priorities" and a co-presentation from CEx and Donna Reed, Director of EK Services "Service Review Programme."

			The Working Party suggested that Council should consider using digital television for some of its services. They also suggested that a need to agree what Council was going to stop doing as part of cost cutting measures.
Meeting 3 Date/time 11 November 2013 @ 7.00pm		Sarah Martin, Financial Services Manager; Adrian Halse; Policy & Business Planning Manager	<p>After debating on the “Review of Corporate Performance for the financial year up to July 2013, Members proposed the following:</p> <ol style="list-style-type: none"> 1. Design a sustainable business model for the Ramsgate Harbour and Marina; that would increase tourist attraction rather than just focusing on the harbour and marina related activities; 2. In the foreward to the performance report there should some text to explain that the KPIs did not cover all the Council activities; 3. Contextual performance indicators ought to be reported to Members regularly throughout the year; 4. Council ought to have a plan of how the Council was going to engage potential external partners. The KPIs would reflect the Council’s effort in trying to implement that engagement plan; 5. Performance reports should capture information on significant activities and initiatives (with both formal and informal community groups) that were being undertaken by Council.

			<p>The value of outcomes of such initiatives (to include in-kind initiatives) to be measured;</p> <ol style="list-style-type: none"> 6. Use a comparator for some of the indicators; 7. Provide a forwarding text in the report that offers an explanation of what Key Performance Indicators mean and their purpose in the performance report; 8. refined some of the KPIs to aim to impact on influencing the issues that are debated and decided upon; 9. Find a way of measuring Council's influence on its partners in other initiatives like the Margate Task Force 10. Staff restructure should take into consideration succession planning in order for the organisation to retain in its institutional memory information relating to among other things, the relationships Council has with community groups;
Meeting 4 Date/time 30 January 2014 @ 7.00pm			
Final meeting Date/time	<ol style="list-style-type: none"> a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel 		

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ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP: - WORK PROGRAMME FOR 2013/14 PROGRESS UPDATE REPORT

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr Hornus	Chairman
Cllr Cohen	
Cllr Gibson	
Cllr K Gregory	
Cllr Hibbert	
SUPPORTING OFFICERS	DESIGNATION
Glenn Back	Democratic Services Manager
Mark Avis	Electoral Services Officer

DATE OF MEETING/ACTIVITY	KEY AGENDA ITEMS CONSIDERED/ACTIVITIES UNDERTAKEN	WITNESSES INVITED	PROGRESS TO DATE / CHALLENGES ENCOUNTERED
Meeting 1 28 August 2013 @ 7.00 pm	a. Election of Chairman b. Review of 2012 canvass and proposals for 2013 c. Update on Individual Electoral Registration (IER) d. Maximising registration schemes e. Communications Department – Public Awareness Strategy f. Establishing the Electoral Registration Process Review Task and Finish Group Work Programme – 2013/2014	Glenn Back, Democratic Services Manager; Mark Avis; Electoral Services Officer Lyn Davey; Electoral Services Assistant Justine Wingate; Corporate Information and Communications Manager	<ul style="list-style-type: none"> • Despite an additional £25k being earmarked for the new style canvass in 2012, overall the canvass budget for 2012 had been exceeded by just over £6k. The reasons for that were; Canvassers' wages costs and postage costs. But the positive side of the increased expenditure was that it directly resulted from the 8% increase in the overall registration rate. • It was noted that out of the 44,693 scanned postal responses 19,000 had no changes to them, meaning that 42%

			<p>of these paper returns could have been made via the internet or telephone registration confirmation facilities instead, thus reducing some of the expenditure. It was suggested that this could feature in a number of press releases outlining the benefits of completing the form earlier by using the internet, telephone and SMS registration confirmation facilities (to help keep the costs of the canvass down) but at the same time emphasise the importance of registering to vote.</p> <ul style="list-style-type: none"> • Proposed 2013 canvass was approved and the budget position in 2013/2014 was noted, but any increases in canvassers wages would have a detrimental impact on the budget because there was very little spare capacity in the budget. • Members were briefed on the implementation plans for Individual Electoral Registration (IER). • The Group supported Electoral Services' initial bid for maximising registration during the canvass. • Members were briefed on proposals for a public awareness strategy in relation to electoral registration and the canvass.
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			<ul style="list-style-type: none">• Members requested a more detailed public awareness strategy to be brought to the next meeting of the Group.• The Group agreed to a work programme (over a period of four meetings).
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<p>Meeting 2</p> <p>5 November @ 6:30pm</p>	<p>a. Update on 2013/2014 canvass b. Public awareness strategy for IER c. IER resource planning and funding allocation d. Electoral Registration IER Bids (result of first and future bids).</p>	<p>Glenn Back, Democratic Services Manager; Mark Avis; Electoral Services Officer Lyn Davey; Electoral Services Assistant Justine Wingate; Corporate Information and Communications Manager</p>	<ul style="list-style-type: none"> • Problems were noted recruiting canvassers. It was agreed to re-advertise the vacancies on the Council's intranet for staff. Failing that existing canvassers will be asked if they could take on extra rounds but not if it had a detrimental effect on their existing allocated rounds. • Response rate to date was 56% which was a 6.6% reduction compared to the same point in the 2012 canvass. However, it was noted that comparing 2012 and 2013 canvasses was difficult, as the two canvasses were run at different times of the year. • The Group were updated on the draft public awareness strategy. Analysis of data available identified five wards that required targeted publicity. • From this the public awareness strategy was drafted which was designed to promote electoral registration in key target areas and with hard to reach groups but at the same time provide publicity on a district wide approach. • A copy of this draft public awareness strategy had been submitted to the Electoral Commission as part of its performance standards on IER that all Electoral Registration Officers had to
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			<p>complete.</p> <ul style="list-style-type: none">• Members were given an update on IER resource planning and funding allocation.• Concerns were raised as apart from confirming individuals registration by letter and sending household enquiry forms (HEF) to one year carry forward electors and void properties, some parts of the register of electors could be up 10 months out of date come the combined Parliamentary & District/Parish elections in May 2015.• Officers and Members were concerned that come May 2015 resources would not be able to cope with a late influx of new registrations in the run-up to the registration deadline for the elections, should there be no interim mini canvass in January/February 2015.
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			<ul style="list-style-type: none"> • Due to a variance between this Council's resource planning and funding allocation and what the Cabinet Office was proposing to allocate, the Democratic Services and Scrutiny Manager would analyse the Cabinet Office's calculation and adjust his cost projections accordingly. • Electoral Services initial first bid (maximising registration during the canvass) had been unsuccessful. • The impression was certainly given that the national pot of funding available for the bids was substantially lower than Councils had been led to believe, and indeed was less than Cabinet Office had been led to believe. • Nationally, only 25 bids were successful that related to a single Electoral Registration Officer, but a further two bids were successful that covered several EROs (one in London and one in Manchester). • Two further bids were to be submitted and Members approved them.
Meeting 3 January/February 2014 @6.30pm	a. Results of bids b. Results of canvass c. Update on IER d. Review of work programme	Glenn Back, Democratic Services Manager; Mark Avis; Electoral Services Officer	

		Lyn Davey; Electoral Services Assistant	
Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel	Glenn Back, Democratic Services Manager; Mark Avis; Electoral Services Officer Lyn Davey; Electoral Services Assistant	

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PLEASURAMA SITE DEVELOPMENT REVIEW TASK & FINISH GROUP: - WORK PROGRAMME FOR 2013/14 PROGRESS UPDATE REPORT

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr Hornus	Chairman
Cllr Binks	
Cllr Campbell	
Cllr Driver	
Cllr Harrison	
Cllr Marson	
Cllr R. Nicholson	
Cllr Worrow	
SUPPORTING OFFICERS	DESIGNATION

DATE OF MEETING/ACTIVITY	KEY AGENDA ITEMS CONSIDERED/ACTIVITIES UNDERTAKEN	WITNESSES INVITED	PROGRESS TO DATE / CHALLENGES ENCOUNTERED
Meeting 1 18 July 2013 @ 7.00 pm	<ul style="list-style-type: none"> a. Election of Chairman b. Agreement of all items of business to be considered by working party in 2013/14 c. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel 	Mark Seed, Director of Operational Services; Harvey Patterson; Corporate & Regulatory Services Manager	Members elected the Chairman, agreed the terms of reference and work programme for the subgroup. They requested and were given access (outside the meeting) to various documents relating to the investigation. These documents included due diligence reports: Summary Terms of Development Agreement between TDC and SFP Ventures (UK); Eversheds Option Agreement; Eversheds Mixed Use Site Lease

			<p>Eversheds Residential Premises Lease; TDC-SFP Ventures (UK) Ltd Deposit Agreement, 2009 Related Local Plan, 1998; Related Local Plan, 2006 Planning Committee Minutes, 7 January 2004; Planning Committee Minutes 28 January 2004; Pleasurama Planning Committee Report, 7 January 2004; Pleasurama Planning Committee Report, 28 January 2004;</p>
<p>Meeting 2 Date/time 29 August 2013 @ 7.00pm</p>		<p>Mark Seed, Director of Operational Services; Harvey Patterson; Corporate & Regulatory Services Manager</p>	<p>The Group considered the due diligence report in a public session, having agreed to de-exempt the due diligence document. Harvey Patterson, Mark Seed gave evidence before the subgroup. Mr Patterson provided additional clarification regarding the information contained in the legal documents. Members then forwarded to the OSP the following recommendations:</p> <ol style="list-style-type: none"> 1. THAT the Corporate and Regulatory Services Manager requests the Leader of the Council as quickly as possible for an executive decision authorising him to seek external legal advice; 2. THAT the Group recommends to Cabinet that no executive decision be taken in relation to further varying the Development

			<p>Agreement, but that any recommendation in that regard be made to Council for final decision.</p> <p>1. The Panel forwarded these recommendations to Cabinet and the following decisions were made:</p> <p>2. Cabinet generally agreed that the Corporate & Regulatory Services Manager had already been given authority to source for external legal advice;</p> <p>Cabinet agreed to note the report.</p> <p>Currently Council is awaiting the external legal advice.</p> <p>The subgroup drafted a set of questions for the CEx to respond in writing. CEx was also invited to give evidence at future meeting and to respond to supplementary questions from Members. The Group also agreed to consult with residents on any future options for the Pleasurama site.</p>
Meeting 3 Date/time 31 October 2013		Sue McGonigal, CEx	<p>Sue McGonigal, CEx gave evidence before the subgroup and provided further clarifications in relation to her written responses to Member Questions and the supplementary questions asked at the meeting. Some observations were made regarding corporate records keeping that appeared to require strengthening.</p>

			<p>The subgroup was asked to note that Council was in negotiation with the Developer. These negotiations had led to a new proposal being tabled by the developer. These proposals were still subject to wider consultation before being channelled through the formal decision making process.</p> <p>Members are awaiting the external legal advice from Pinsent Masons LLP.</p>
Final meeting Date/time	<ul style="list-style-type: none"> a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel 		

TDC ARTEFACTS MANAGEMENT REVIEW TASK & FINISH GROUP: - WORK PROGRAMME FOR 2013/14 PROGRESS UPDATE REPORT

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr King	Chairman
Cllr K. Gregory	
Cllr Hibbert	
Cllr M Tomlinson	
Cllr Watkins	
Mr Tony Ovenden	
SUPPORTING OFFICERS	DESIGNATION
Madeline Homer	Director of Community Services
Kate Wilson	Community Development Officer

DATE OF MEETING/ACTIVITY	KEY AGENDA ITEMS CONSIDERED/ACTIVITIES UNDERTAKEN	WITNESSES INVITED	PROGRESS TO DATE / CHALLENGES ENCOUNTERED
Meeting 1 31 July 2013 @ 7.00 pm	a. Election of Chairman b. Agreement of all items of business to be considered by working party in 2013/14 c. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	Madeline Homer; Director of Community Services Kate Wilson, Community Development Officer	Key activities identified and agreed
Meeting 2 Date/time 4 November 2013 @ 7.00pm		Madeline Homer; Director of Community Services Kate Wilson, Community Development Officer	Challenge: Increasing the connectivity between the museum and Turner Contemporary and other places of interest to increase footfall.

			<p>Report on connectivity between the museum and Turner Contemporary and other places of interest forwarded to Cabinet Member of Community Services and Overview & Scrutiny Panel.</p> <p>Challenge: to maintain the condition of the artefacts: report requested.</p> <p>Challenge: reducing the time required to complete the new catalogue: report requested.</p> <p>TFG Chairman's Request: The TFG would like the OSP to consider make an addition to the terms of reference to include "Review possibility for improving linkages between signage in Margate (Old Margate Town) and the Margate Museum."</p>
Meeting 3 Date/time 27 January 2014 @ 7.00pm			
Final meeting Date/time	<p>a. Completion of final report</p> <p>b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel</p>		

TRANSEUROPA DEBT REVIEW TASK & FINISH GROUP: - WORK PROGRAMME FOR 2013/14 PROGRESS UPDATE REPORT

NAMES OF MEMBERS

ELECTED MEMBER	DESIGNATION
Cllr Gideon	Chairman
Cllr Campbell	
Cllr Cohen	
Cllr K. Gregory	
Cllr Harrison	
Cllr E. Nicholson	
Cllr D. Saunders	
SUPPORTING OFFICERS	DESIGNATION

DATE OF MEETING/ACTIVITY	KEY AGENDA ITEMS CONSIDERED/ACTIVITIES UNDERTAKEN	WITNESSES INVITED	PROGRESS TO DATE / CHALLENGES ENCOUNTERED
Meeting 1 15 August 2013 @ 7.00 pm	a. Election of Chairman b. Agreement of all items of business to be considered by working party in 2013/14 c. Agreement of timetable for all future meetings before final report is presented to Overview and Scrutiny Panel	Mark Seed; Director of Operational Services Sarah Martin, Financial Services Manager	The subgroup elected the Chairman. They agreed a work programme that was timed to complete the review work by end of 2013.
Meeting 2 Date/time 7 October 2013 @ 2.00 pm		Mark Seed; Director of Operational Services Sarah Martin, Financial Services Manager	Sue McGonigal and Mark Seed gave evidence at the meeting. Members were advised of the key factors relating to the circumstances of the debt issue.

		<p>Members took note of the following lessons learnt as observed by officers:</p> <ol style="list-style-type: none"> 1. The need for formal noting of significant decisions. This included the need for recording sensitive confidential commercial information; 2. The need to ensure the recording of Member and officer decisions; 3. The need for setting up formal timelines in the process of recording these important corporate decisions; 4. The need to acquire evidence regarding the due diligence that would have been carried out on any new investor(s) to ascertain their viability on a proportional basis; 5. The need to have a criteria for processing key decisions: - The structure of decision making should be timed so that Members and officer know when to make tough choices by setting 'trigger-points' in the decision making process; 6. There was need to put in legal steps to take in order to recover debts that relate to port customers. This included the need to look at such issues as 'securing Council debts.'
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			The subgroup agreed to invite relevant current and former Cabinet Members to give evidence at a future meeting. After making the request, a note was received by Council from Paul Gerard, Managing Director of Haven Oostende wherein they shared their experience on how they handled the Transeuropa debt. That letter had been included in the agenda pack.
Meeting 3 Date/time 19 November 2013 @ 6.00 pm		Cllr C. Hart, Leader of Council; Cllr Bayford, Shadow Leader of Council; Cllr Everitt, Cabinet Member for Financial Services; Cllr Wise, Shadow Cabinet Member for Financial Services	The meeting was prematurely adjourned because a Member had disturbed the proceedings of the meeting by attempting to record the meeting without authorisation and in contravention of the Council's Constitution.
Meeting 4 Date/time 17 December 2013 @ 3.00 pm		Cllr C. Hart, Leader of Council; Cllr Bayford, Shadow Leader of Council; Cllr Everitt, Cabinet Member for Financial Services; Cllr Wise, Shadow Cabinet Member for Financial Services	
Final meeting Date/time	a. Completion of final report b. Agreement of recommendations to be presented to the Overview and Scrutiny Panel		

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REPORT ON SIGNAGE: FROM TURNER CONTEMPORARY TO THE MARGATE MUSEUM AND OTHER HISTORIC ATTRACTIONS

To: **TDC Artefacts Management Review Task and Finish Group – 4 November 2013**

Main Portfolio Area: Community Services

By: **Madeline Homer, Director of Community Services**

Classification: **Unrestricted**

Ward: **Margate Central**

Summary: **Outlines the current signage for Margate Museum and possible ways to increase the linkage between museum and Turner Contemporary and other places of interest.**

For Decision

1.0 Introduction and Background

- 1.1 In a recent visit to Margate Museum by members of the Task and Finish Group: TDC Artefacts Management Review, the Chair requested that a report be produced on how to create linkages between Turner Contemporary and the museum as well as other places of interest.
- 1.2 Margate Museum in the heart of the Old Town has benefited from the Turner Contemporary effect and now attracts around 4-5,000 visitors a year. Once visitors are in the museum they rarely spend less than 40 minutes and often over an hour. The comments in the visitor book are very positive and the museum is ranked 4th out of 28 attractions in Margate by Tripadvisor. This level of visitors for a local museum powered by volunteers is respectable, though with Turner Contemporary on the doorstep there is room to improve.
- 1.3 The museum has several strong 'selling' points:
- Old police station with Victorian cells
 - Magistrates court with bench and witness box
 - One of the best local authority picture collections in the South-east
 - Pictures by artists of national standing
 - A diverse collection of artefacts
 - Margate has a strong story to tell: one of the first salt water resorts, mass tourism from Victorian era to the 1970s, Dunkirk etc.
- 1.4 After several years of closure, the work of the last 18 months has been focussed on bringing the museum back to life and dealing with the backlog of work required to bring the museum and the collection up to modern museum standards. Though the council is overseeing and managing the museum, the majority of the work is being carried out by a dedicated band of volunteers, the Friends of Margate Museum.

- 1.5 The museum is presently opening from February to end of November every weekend and Wednesdays from May to September. The museum is also open for group tours throughout the year.
- 1.6 The Friends of Margate Museum volunteers are also opening the Tudor House at the weekends. There is a joint ticket £2.50.
- 1.7 Recent progress has been dramatic, but for the museum to continue to develop will require funding. The most obvious route would be to apply for Heritage Lottery Funding (HLF), initial discussions with the HLF advisors have been positive. The first step would be to gain funding to assist with the cataloguing of the artefacts especially the prints, then to proceed to a more ambitious project that would address the building and modernise the exhibitions. The support of the Friends is critical to accessing these funds.

2.0 Current Situation

- 2.1 At present the majority of visitors find the museum through either picking up a leaflet usually from Droit House or discovering the museum when they come to the Old Town. There is a significant correlation between visitor numbers to the museum and the busyness of the Old Town; when the Old Town is busy the museum is busy. The museum leaflet is presently being redesigned with the help of TDC Communications. The aim is for the leaflets of Margate Museum and Tudor House to have a similar 'look' so creating a stronger linkage between the two attractions. The leaflets will also have a more modern, professional look and be focussed on attracting visitors to the attractions, rather than being a guide of the attractions.
- 2.2 The Margate Museum has a presence on the web through its own website which received 5,000 visits in the last year and the Visit Thanet/Kent websites.

Current signage to the museum

- 2.3 In addition to the 'pub-style' sign over the entrance to the museum, there are two signs directing visitors to the museum
 - A brown sign with several of the letters missing that is attached to the lamp post by the Media Centre on Kings Street. It incorrectly points to the seafront;
 - An informal black sign on the back of the historical Margate sign on the Plaza.
- 2.4 There is a valid reason for the poor signage, when the town's signage was revamped for the opening of Turner Contemporary the museum was closed and its future uncertain. The result is that the museum missed out.

Current signage systems in Margate

- 2.5 Presently in Margate there are two pedestrian signage systems in operation:
 - Directional signage that are positioned at key pedestrian junctions that also inform the walk time in minutes. These sign to specific town areas such as Old Town, seafront, high street, and attractions such as Turner Contemporary, Shell Grotto and Tudor House;
 - Discover Margate maps are positioned at exit sites of the main town car-parks. The museum is not on the maps though they identify the 'Old Town Hall' as being a building of interest.

Attractions in Margate with historical appeal

- 2.6 The Turner Contemporary is attracting visitors who are interested in culture and history. Margate has a long and interesting history that could be further utilised to encourage visitors to explore beyond Turner Contemporary and the immediate

seafront. Within the old Margate Borough there are over 700 listed buildings. These cover a wide range of periods though Margate is particularly strong for pre-resort, Georgian, Victorian and Edwardian periods. At present the following attractions are open to the public and offer visitors historical experiences within easy walking distance of Turner Contemporary:

- Shell Grotto;
- Theatre Royal;
- Harbour arm;
- Tudor House;
- Margate Museum;
- The Winter Gardens;
- Walpole Bay Museum;
- Dreamland (to open).

2.7 There are other buildings that are architecturally interesting or have a story related to them that could be developed to add interest to visitors as they walk between the major attractions and entry points (railway and car parks); or attract visitors to more 'off the beat' areas through walks. Examples of interesting building:

- Duke street assembly rooms;
- Harbour arm;
- Droit house;
- Cecil and Trinity squares;
- Clock tower and the time ball;
- Nayland Rock shelter: TS Elliot wrote the wasteland;
- Royal Sea Bathing Hospital;
- Surfboat disaster memorial;
- India House;
- Sanger memorials;
- Margate caves;
- Dane Park Urinal;
- Tivoli Woods;
- Salmestone Grange;
- Drapers Mill;
- Countess of Huntingdon's Cemetery;
- Churches: St John's, St. Paul's, St Stephen's, All Saints, Baptist and Congregational churches

2.8 There are also connections to historical figures that could be exploited such as JMW Turner, Nelson, Dickens, Keats, TS Elliot, Marie Lloyd, Sickert, George Sanger, Oliver Postgate and Erci Morecomb.

2.9 It is important to differentiate between the different types and reasons for signage and balance the need with the problem of over cluttering the public environment. All towns need key signage so people can find and move efficiently to and between the main attractions. Ideally this signage should take into account increasing the opportunities for secondary spend, but must not 'annoy' visitors by taking them 'around the houses' only for them to find a much shorter route latter on. The next level down is signage to encourage visitors to discover attractions that they may not have come especially for but would enjoy. These secondary attractions keep the visitor in Margate for longer thus increasing the opportunity for secondary spend. There is also activity signage that takes the visitor on a tour; this is often linked to a theme and could be a walk, cycle ride, bus ride or car ride. These are great at getting people to move of the 'beaten track' and are very popular with visitors interested in culture and history. These activities have been

signed traditionally through leaflets or signs with numbers or symbols. However, there is a growing use of apps, and neo readers to communicate information.

Town Trail Plan

2.10 Margate Community Heritage Federation (MCHF) proposed a town trail that would encourage visitors to explore Margate to discover the historical buildings of Margate. Friends of Margate Museum are members of the federation and the museum and Tudor House were part of the plans to increase the footfall between attractions. The Countess of Huntingdon's cemetery featured strongly in the bid. MCHF worked with MACH, to submit a bid to the Heritage Lottery Fund which was initially unsuccessful, however it is being reviewed for a second bid.

Current proposals

2.11 The Council and partners (Margate Town team, Creativity and Margate Art Culture Heritage (MACH)) with support by the Arts Council is about to start the commissioning of the Margate Wayfaring/ Wayfinding' project. The project is to produce an overall plan that addresses pedestrian movement in the town centre and an initial phase of physical implementation concentrating on access between the High Street from The Parade to Mill Lane, Turner Contemporary, the Old Town, Margate Railway Station (including creative content for the Margate Station information board) and the emerging Dreamland. The museum is expected to benefit from project through the increased numbers of visitors exploring Margate and higher footfall to the Old Town. The project aims to have physical signage in place by early summer.

2.12 At the moment the only permanent sign on the museum building is the pub-style sign over the front door. Improving the signage on the building would improve awareness of the museum and its exhibits. Discussions between the council officer and the Friends have identified several options that are relatively easy and cheap to do:

- Window-film/vinyl on selected windows to publicise the existence of the museum and it's contents (approx. £200);
- A notice board by the front door to display information and publicity posters. The holes in the wall indicate there used to be a sign board there (approx. approx. £100);
- Replace the current tired A boards (approx £300);
- Put a permanent sign on the wall that faces up Duke Street to the seafront. (approx. £300).

2.13 The proposed signage for the museum needs to be cohesion, ideally with the design carrying through to the publicity material. Advice on design will be sourced and probably commissioned. The funding for these improvements could be met from the Friends and the existing museums budget, though permission to spend the museums budget has not been agreed, nor have the Friends executive committee agreed to contribute. The issue of planning permission will also need to be addressed for the permanent signs.

2.14 Developing themed activity signage is an interesting proposal and could be either council driven linked into the Destination Plan, or a more organic approach could be taken where the council encourages local heritage groups to develop their own routes. Developing local walks that link into the museum would probably have an impact on visitor numbers. The museum could develop as a centre point for walks and the Council's Tourism Team are keen to develop guided walks to meet an unsatisfied demand. Some museum volunteers have discussed the idea, and the first attempt is the Margate Heritage Trail on 2nd November that includes Theatre Royal, Tudor House and Margate Museum.

3.0 Next Steps

- 3.1 The museum to take part in the Margate Wayfaring / Wayfinding Project.
- 3.2 For the signage on the museum building is be improved, requires the options to be fully costed, the funding agreed, the design for the signs finalised, planning permission agreed for the permanent signs, signed produced and erected. It is not unreasonable to expect that improved signage couldl be in place by next year.
- 3.3 Developing themed activity signage is reliant at the moment on local people and groups developing walks.

5.0 Corporate Implications

5.1 Financial and VAT

- 5.1.1 The Margate Wayfaring/Wayfaring project has already been agreed.
- 5.1.2 It is proposed that the improved signage on the Margate Museum building will come out of the existing museums budget with contributions from the Friends of Margate Museum.

5.2 Legal

- 5.2.1 Planning advice will be needed for the permanent signs

5.3 Corporate

- 5.3.1 Improving signage to the museum would help to meet aims under Priority 8: Diverse cultural facilities' and activities.

5.4 Equity and Equalities

- 5.4.1 Improved signage would increase the visibility of the museum and encourage residents and visitors to visit the museum and other attractions. Visitors who are not 'cultural vultures' or less willing to research an area may be encouraged to visit the museum or other attractions.

6.0 Recommendation(s)

- 6.1 That the Task and Finish Group support::
 - a) The accessing of HLF funding
 - b) The improved signage initiatives;
- 6.2 Members' guidance is sought regarding how they would like to progress all other issues under review.

7.0 Decision Making Process

- 7.1 The Task and Finish group will report their findings to the Overview and Scrutiny Panel who can set up a sub-committee to review any matters relevant to the operations of Council or the District and develop recommendations for submission to the Overview & Scrutiny Panel which if agree, would be referred to the relevant decision maker and/or body.

Contact Officer:	Kate Wilson, Economic development Officer 5777037
Reporting to:	Madeline Homer Director of Community Services

Annex List

None	N/A
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Background Papers

Title	Where to Access Document
None	N/A

Corporate Consultation Undertakes

Finance	
Legal	

FORWARD PLAN AND EXEMPT CABINET REPORT LIST

To: **Overview and Scrutiny Panel – 14 January 2014**

Main Portfolio Area: **All**

By: **Glenn Back, Democratic Services and Scrutiny Manager**

Classification: **Unrestricted**

Summary: **To update Panel Members on the revised Forward Plan and Exempt Cabinet Report List (hereby referred to as the Forward Plan) of key decisions and allow the Panel to consider whether it wishes to be consulted upon any of the items**

For Decision

1.0 Introduction and Background

- 1.1 The law requires that the Council regularly publish a Forward Plan of Key Decisions. Thanet's Forward Plan and Exempt Cabinet Report List is updated monthly and published on the Council's internet site www.thanet.gov.uk.
- 1.2 The aim of the Forward Plan is to allow the general public and Council Members to see what decisions are coming up over the next few months and how they will be handled i.e. whether a decision will be taken by Cabinet or Council, and whether there will be input from Overview & Scrutiny during the process.
- 1.3 Overview & Scrutiny receives an updated copy of the Forward Plan at each Panel meeting. The Panel can identify any item on the Forward Plan to be added to the Overview and Scrutiny work programme in order to be scrutinised further. A copy of the latest version of the Forward Plan is attached at Annex 1 to the report.
- 1.4 Members may wish to note that the new The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Council gives 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

2.0 Corporate Implications

2.1 Financial

2.1.1 None

2.2 Legal

2.2.1 None

2.3 Corporate

2.3.1 None

2.4 Equalities

2.4.1 None.

3.0 Recommendation

3.1 Members' instructions are invited.

Contact Officer:	Glenn Back, Democratic Services & Scrutiny Manager, Ext.7187
Reporting to:	Harvey Patterson, Corporate & Regulatory Services Manager, Ext 7005

Annex List

Annex 1	Forward Plan and Exempt Cabinet Report List
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Background Papers

Title	Details of where to access copy
None	n/a

Corporate Consultation Undertaken

Finance	Not applicable
Legal	Not applicable



FORWARD PLAN AND EXEMPT CABINET REPORT LIST

21 JANUARY 2014 TO 10 JULY 2014

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires the Council to give 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Key decisions

A key decision is an executive decision (taken by Cabinet or by officers on Cabinet's behalf) that is likely:

- a) To result in the Council spending or saving significantly against the Council's budget; or
- b) To be significant in terms of the effect on communities living or working in the district, in an area comprising two or more wards. However, decisions that impact on communities living or working in one ward will be treated as "key" if the impact is likely to be very significant

To help clarify what should be included as a key decision in this document, Thanet District Council has set the following thresholds:

Type of Decision	Threshold	Key Decision?
(a) Decisions involving expenditure within relevant budget approved by Council.	None.	No, unless significant effect on communities (i.e. it affects two or more wards or has a major impact within one ward)
(b) Decisions involving expenditure in excess of relevant budget approved by Council.	Any excess which exceeds the FPR virement rules.	Yes, if above threshold. If at or below threshold, a key decision if significant effect on communities (as above).
(c) Decisions on cash flow, investments and borrowings.	None.	No, unless significant effect on communities (as above).
(d) Decisions to make savings.	None.	No, unless significant effect on communities (as above).

If an executive decision does not fall into any of the above categories, it is included as non-key. Thanet District Council also includes in its published Forward Plan decisions affecting Policy Framework and Budget Setting. Other Council decisions may also be included if they have a significant impact on communities. In such cases, the decision type will be denoted as "other".

Reports to be considered in private session

The second last column of the Plan indicates where a report is likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of the whole or part of the item.

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Democratic Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, Nicholas.hughes@thanet.gov.uk, telephone number 01843 577208, at least 14 calendar days before the date of that meeting.

At least 5 clear (working) days before the meeting, the Council will publish on its website a notice giving details of representations received about why the meeting should be open to the public and a statement of its response.

The Plan represents a snapshot of decisions in the system as at the date of publication. It is updated 28 clear days before each meeting of Cabinet. The Plan is available for inspection at all reasonable hours free of charge at Thanet Gateway Plus, Cecil Street, Margate, Kent CT9 1RE.

Availability of documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Plan will be available from Thanet Gateway Plus, Cecil Street, Margate, Kent CT 9 1RE. Other documents relevant to those matters may be submitted to the decision makers; if that is the case, details of the documents as they become available can be requested by telephoning Democratic Services on 01843 577500 or by emailing committee@thanet.gov.uk.

The documents listed in the Plan will be published on the Council's website at least five clear (working) days before the decision date. Other documents will be published at the same time or as soon as they become available.

The Cabinet comprises the following Members who have responsibility for the portfolio areas shown:

Councillor Clive Hart

Leader of the Council and Cabinet Member for Strategic Economic Development Services

Councillor Alan Poole

Deputy Leader of the Council and Cabinet Member for Operational Services

Councillor Iris Johnston

Cabinet Member for Community Services

Councillor David Green

Cabinet Member for Housing and Planning Services

Councillor Michelle Fenner

Cabinet Member for Business, Corporate and Regulatory Services

Councillor Rick Everitt

Cabinet Member for Financial Services

21 January 2014 to 10 July 2014

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Excellent Homes for All (EHFA) - Signing of the Project Agreement, Back to Back Agreement and Risk Sharing	The delivery of supported housing schemes in Kent to include extra care and mental health accommodation in Thanet.	1. Overview and Scrutiny Panel 2. Lauren Hemsley, Senior Housing Strategy Officer Tel: 01843 577062	Councillor David Green, Cabinet Member for Housing and Planning Services	Tuesday, 14 Jan 14 Tuesday, 21 Jan 14	Key		Project Agreement and Back to Back Agreement

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
To restrict overnight parking in Leopold Street, Ramsgate	If suggested option taken, parking on 1st floor upwards	1.Cabinet 2.David Gonzalez, Commercial Services Manager	Councillor Alan Poole, Deputy Leader of the Council and Cabinet Member for Operational Services	Tuesday, 21 Jan 14	Non-Key		Cabinet report
Budget Monitoring	Update on the latest budget monitoring position for 2013/14 against the General fund, Housing Revenue Account and Capital Programmes	1.Cabinet 2.Sarah Martin, Financial Services Manager and Deputy S.151 Officer Tel: 01843 577617	Councillor Rick Everitt, Cabinet Member for Financial Services	Tuesday, 21 Jan 14	Non-Key		Cabinet Report
Revised Procurement Strategy	Revised Procurement Strategy adopted	1.Cabinet 2.Karen Paton, Strategic Procurement Manager	Councillor Michelle Fenner, Cabinet Member for Business, Corporate and Regulatory Services	Tuesday, 21 Jan 14	Non-Key		Cabinet Report and Strategy Document

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Draft budget proposals	Will outline budget strategy and the draft budget figures for the General Fund, Housing Revenue Account and Capital Programmes. It will also present the draft fees and charges schedule. The final report will also include the treasury management strategy.	1.Cabinet Council Cabinet Council 2.Sarah Martin, Financial Services Manager and Deputy S.151 Officer Tel: 01843 577617	Councillor Rick Everitt, Cabinet Member for Financial Services	Thursday, 14 Nov 13 Thursday, 5 Dec 13 Tuesday, 21 Jan 14 Thursday, 6 Feb 14	Budget setting		Budget working papers
To agree the mid-year treasury management report	Will detail treasury management performance for the first half of 2013/14	1.Governance and Audit Committee Cabinet Council 2.Sarah Martin, Financial Services Manager and Deputy S.151 Officer Tel: 01843 577617	Councillor Rick Everitt, Cabinet Member for Financial Services	Wednesday, 11 Dec 13 Tuesday, 21 Jan 14 Thursday, 6 Feb 14	Non-Key		Report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Adoption of Asset Management Strategy	A strategy that will document a structured and programmed approach to the long-term management of the council's commercial property portfolio. The strategy will include a plan to provide a clear statement of why and how the property portfolio is to change and the proposed management direction.	1. Overview and Scrutiny Panel Cabinet 2. Edwina Crowley, Property Manager	Councillor Rick Everitt, Cabinet Member for Financial Services	Tuesday, 11 Mar 14 Thursday, 3 Apr 14	Key		Draft Asset Management Strategy
Allotment Policy 2014-2019	This policy gives guidance for the management of the allotments managed by Thanet District Council	1. Cabinet 2. Paul Verrall, Parks and Coast Manager	Councillor Alan Poole, Deputy Leader of the Council and Cabinet Member for Operational Services	Thursday, 3 Apr 14	Non-Key		Report to follow consultation

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
CIPFA (The Chartered Institute of Public Finance and Accountancy) Code of Practice on Treasury Management	The CIPFA Code recommends that certain clauses/delegations are confirmed by Council. This report therefore seeks this approval. The report will also go to the Constitutional Review Working Party.	1.Governance and Audit Committee Standards Committee Cabinet Council 2.Sarah Martin, Financial Services Manager and Deputy S.151 Officer Tel: 01843 577617	Councillor Rick Everitt, Cabinet Member for Financial Services	Wednesday, 11 Dec 13 Thursday, 6 Mar 14 Thursday, 3 Apr 14 Thursday, 24 Apr 14	Non-Key		
Agreement of Community Safety Partnership Plan for 2014-2015	This ensures that the Council meets its statutory obligation of the Crime and Disorder Act 1998 in bringing together partners	1.Overview and Scrutiny Panel Cabinet Council 2.Martyn Cassell, Community Safety and Leisure Manager	Councillor Mrs Iris Johnston, Cabinet Member for Community Services	Tuesday, 11 Mar 14 Thursday, 3 Apr 14 Thursday, 24 Apr 14	Policy Framework		Copy of Plan

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Thanet Parking Policy 2014-16	TDC Parking Policy	1. Overview and Scrutiny Panel Cabinet 2. Mark Seed, Director of Operations Tel: 01843 577742	Councillor Alan Poole, Deputy Leader of the Council and Cabinet Member for Operational Services	Tuesday, 29 Apr 14 Thursday, 19 Jun 14	Non-Key		
Homeless Strategy 2014-2019	An adopted East Kent Strategy, which will cover Thanet and fulfil the statutory requirement to have a homeless strategy (Homeless Act 2002)	1. Cabinet Cabinet Council 2. Ashley Stacey, Strategic Housing Officer	Councillor David Green, Cabinet Member for Housing and Planning Services	Thursday, 3 Apr 14 Thursday, 19 Jun 14 Thursday, 10 Jul 14	Policy Framework		Draft Homeless Strategy 2014-2019 for consultation Final Homeless Strategy 2014-2019 for adoption

THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING.....

DATE..... **AGENDA ITEM**

DISCLOSABLE PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.